CUSA believes that all accidents can be prevented. This can be achieved by making safety an integral part of every task and job. Safety rules do not guarantee freedom from risks or hazards. They do not cover every job situation. Good judgment is the key to a safe and healthy workplace.

Accident prevention is best achieved by being alert, ensuring the safe way to accomplish each task is understood and that everyone is always aware of changing situations that may compromise safety.

It is the primary concern of CUSA that no person becomes injured while employed by CUSA. This can be accomplished by not acting impulsively and thinking about what you are going to do before you do it. Consider the hazards and take the necessary precautions.

Before starting any task, ask yourself the following:

- Do I understand what is required and the way to complete this task?
- Is there a written procedure? If not, should there be?
- What are the hazards associated with this task?
- What safety procedures have been included in the task process to eliminate any hazards?
- If the hazard cannot be eliminated, what personal protective equipment is necessary to effectively manage the hazard?
- What could go wrong and what actions should be taken to minimize the consequences?
- Have all of the above questions been discussed with everyone involved on the job?
- What could go wrong if the task is carried out this way?
Everyone is responsible for safety. This can only be accomplished by accepting that responsibility and doing the right things at the right times in a safe manner.

**Duties and Responsibilities of Workplace Parties**

**Policy**

Provincial legislation outlines the duties and responsibilities of all workplaces. CUSA is committed to compliance with all of these requirements. It is the responsibility of the management team to promote, communicate and demonstrate the importance of an effective health and safety program.

**Safety Policy Overview**

**Employer**

In Ontario, employers covered by the Occupational Health and Safety Act have duties and obligations (Section 25) to ensure that:

- The equipment, materials and protective devices as prescribed are provided.
- The equipment, materials and protective devices provided are maintained in good condition.
- The measures and procedures prescribed are carried out in the workplace.
- The equipment, materials and protective devices provided are used as prescribed.
- A floor, roof, wall, pillar, support or other part of a workplace is capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under the Building Code Act.

An employer must also:

- Provide information, instruction and supervision to an employee to protect their health and safety.
- Upon request, in a medical emergency for the purpose of diagnosis or treatment, provide information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed.
Acquaint an employee or a person in authority over an employee with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment and/or biological, chemical or physical agent.

Offer assistance and cooperation to a health and safety committee in the carrying out of any of their functions.

Take every precaution reasonable for the protection of an employee.

Post a copy of the Occupational Health and Safety Act and any explanatory material prepared by the Ministry, both in English and French, outlining the rights, responsibilities and duties of employees.

Prepare and review a written occupational health and safety policy and develop and maintain a program to implement that policy.

Post a copy of the occupational health and safety policy.

Provide to the committee the results of any reports in respect to occupational health and safety that are in the employer’s possession and, if the reports are in writing, a copy of the portions of the report that concern occupational health and safety.

Advise employees of the results of reports and, if the reports are in writing, make available to them on request copies of the portions of the report that concern occupational health and safety.

Keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed.

Accurately keep, maintain and make available to the employee affected such records of the exposure of an employee to biological, chemical or physical agents as may be prescribed.

Notify the Directors of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed.

Monitor at various intervals the levels of biological, chemical or physical agents in a workplace and keep and post accurate records thereof as prescribed.

Comply with a standard, limiting the exposure of an employee to biological, chemical or physical agents as prescribed.

Where so prescribed, provide an employee with written instructions as to the measures and procedures to be taken for the protection of an employee.

Carry out such training programs for employees, supervisors and committee members as may be prescribed.
Senior management will continuously work on improving the organization on an annual basis to create a safe work environment.

Management

- Provide training and instruction to all staff in order to protect the health and safety of all employees.
- Understand and enforce CUSA’s Health and Safety policy as well as the Occupational Health and Safety Act and Regulations.
- Provide all staff with proper, well-maintained tools and equipment as well as any other personal protective devices that may be required.
- Take every precaution reasonable in the circumstances for the protection of an employee.

Employees

The Occupational Health and Safety Act gives four (4) basic rights to employees.

The Right to Participate
Employees have the right to be part of the process of identifying and resolving workplace health and safety concerns. This right is expressed through employee membership on the Joint Health and Safety Committee.

The Right to Know
Employees have the right to know about any potential hazards to which they may be exposed. This means that employees have the right to be trained and to have information on machinery, equipment, working conditions, processes and hazardous substances. The part of the Occupational Health and Safety Act that implements the Workplace Hazardous Materials Information System (WHMIS) plays an important role in giving employees the right to know.

The Right to Refuse Unsafe Work
Employees have the right to refuse work that they believe is dangerous to either their own health and safety or that of another employee. The Occupational Health and Safety Act describes the exact process for refusing dangerous work and the responsibilities of the employer in responding to such a refusal.
The Right to Stop Dangerous Work

Under certain circumstances, certified members of the Joint Health and Safety Committee have the right to stop work that they feel is dangerous to an employee. The Occupational Health and Safety Act sets out the steps that must be followed when issuing this stop work order.

All employees of CUSA must follow the duties of employees under Section 28 of the Occupational Health and Safety Act. To meet the requirements of Section 28 employees must:

- Perform work with a safety-first attitude.
- Comply with the Occupational Health and Safety Act as well as the CUSA health and safety policy.
- Immediately report any injury or accident, no matter how minor, to their supervisor.
- Wear, use and properly maintain all personal protective equipment wherever required by their supervisor and legislation.
- Assist new employees in recognizing job hazards and follow proper procedures.
- Ensure proper forms are available if a visit to the hospital is required after work hours.
- Designated CUSA employees are to attend Joint Health and Safety Committee meetings.
- Be accountable for one’s own safety and work in a manner so as to not endanger fellow employees.
- Receive the full cooperation and respect of both management and all others in the workplace.

Employee Health and Safety Representatives

- Be familiar with the requirements of the Occupational Health and Safety Act and Regulations for Industrial Establishments as well as the CUSA health and safety policy.
- Follow the published guidelines for health and safety representatives and perform workplace inspections once a month as required by the Occupational Health and Safety Act.