

TRC Health and Safety Policy
(Policy 2.4 in TRC's Employee Handbook)

2.4.1 Overview

As employer of record, The Riverwood Conservancy (TRC) is ultimately responsible for the health and safety of its workers during their employment and volunteer work with us. Furthermore, the TRC Board of Directors (the Board) has mandated that TRC take every reasonable and necessary precaution to ensure the protection of our workers and program participants.

Accordingly, TRC is committed to the health and safety of all its workers. This is an important and continuing objective, and TRC will make every reasonable effort to provide a safe and healthy working environment.

In addition to this Employee Handbook, TRC Health and Safety rules and safe working practices are outlined in TRC's Health and Safety Program, Volunteer Handbook, Board Orientation materials and other specific program handbooks.

All workers are entitled to adequate training and supervision in their specific work assignments for the purpose of protecting their health and safety. TRC is committed to providing all necessary training and instruction to ensure that appropriate work practices are followed on the job, and to promote their use off the job.

TRC will manage its Health and Safety Program in accordance with the Province of Ontario Occupational Health and Safety Act (the Act).

It is in the best interest of everyone to consider health and safety a priority in every activity. Commitment to health and safety is an integral part of TRC at all levels and functions.

2.4.2 Definitions and Duties

2.4.2.1 Definitions

- **Employer:** A person who employs one or more workers or contractors. The Riverwood Conservancy is your Employer.
- **Supervisor:** A person who has charge over the workplace or authority over a worker. Make sure you know who your supervisor is.
- **Worker:** A person who performs work or supplies services for monetary compensation, including full and part time employees, seasonal employees, consultants/contractors, and occasional instructors; OR a volunteer who performs work for no monetary compensation including a member of the Board; OR a secondary school, university or college student who performs work for no monetary

compensation under a work experience program authorized by the school board or college or university program (e.g. interns, co-ops or placement students).

2.4.2.2 Duties of the Employer

The employer is responsible for providing workers with safe and healthy working conditions. This includes a duty to protect you from violence, discrimination and harassment. Other duties include:

- Provide all equipment, materials and protective devices for health and safety and ensuring they are in good working order
- Ensure that this policy and associated procedures have been communicated to all workers
- Provide all workers with basic occupational health and safety training, as appropriate to their role
- Ensure that workers are following health and safety procedures
- Provide information and basic occupational health and safety awareness training to all workers on any hazard in the work or premises and how to work safely
- Provide, upon request in a medical emergency, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner
- Appoint a competent person as a supervisor
- Take every precaution reasonable for the protection of workers
- Prepare and annually review this Health and Safety Policy and post it where all workers can read it
- Establish a Joint Health and Safety Committee (JHSC) whose membership and terms align with the Act
- Work with the JHSC, including sharing reports from the Ministry of Labour and following up on recommendations from the committee
- Issue a report to the Workplace Safety and Insurance Board where an employee requires healthcare, experiences lost wages or requires modified work, and where applicable to TRC's insurance carrier(s)
- Issue a report to the Ministry of Labour where a person is critically injured or killed in the workplace; and inform the JHSC
- Follow all other requirements from the Act

2.4.2.3 Duties of Supervisors

Supervisors shall:

- Provide workers with training and training updates to meet the requirements outlined by law and in our Health and Safety Program
- Ensure that the Health and Safety Policy and Program have been communicated to workers
- Ensure that workers work in a safe manner, using protective devices and following legislative requirements and established safe work practices
- Ensure that workers are aware of any potential or actual hazards
- Provide workers with written instructions as to safety procedures, where required
- Ensure that workers are trained in safe work procedures with the hazards of their work (e.g., the use of equipment), and maintain a record of training completed by workers

- Follow through with actions and/or disciplinary measures in a timely manner when there is a breach of the Act, regulations, or health and safety policies or measures

2.4.2.3 Duties of Workers

Workers shall:

- Work in compliance with the provisions of the Act and any regulations
- Work in compliance with the safe work practices established by the employer
- Use or wear equipment or protective devices required by the employer
- Report any safety concerns and/or defect in equipment to the supervisor as soon as they are noticed
- Protect your own Health and Safety and that of your co-workers
- Co-operate with your supervisor and anyone else with duties under the legislation

Workers shall NOT:

- Make any safety device ineffective
- Use or operate any equipment, machine or device or work in a manner that endangers any worker or others
- Engage in any prank or conduct that endangers any worker
- Initiate or participate in the harassment of another worker

2.4.2.4 Duties of Joint Health and Safety Committee (JHSC)

The JHSC shall:

- Meet regularly and post JHSC minutes and inspection reports in the appropriate place
- Identify potential workplace health and safety problems
- Assess workplace health and safety hazards
- Bring any workplace health and safety problems and/or potential problems to the attention of the employer

2.4.3 Disciplinary Action: If necessary, The Riverwood Conservancy will take disciplinary action where workers fail to work in a healthy and safe manner, or do not comply with applicable legislation or organizational policies and procedures.

2.4.4 Personal Protective Equipment (PPE): In accordance with the Health and Safety policy and recommendations of the JHSC, wearing Personal Protective Equipment (PPE) is a condition of employment/provision of services to TRC for certain activities. Workers are prohibited from performing tasks which require PPE without wearing the appropriate protective equipment or clothing. Failure to abide by this policy may result in disciplinary action, including the termination of employment, termination of volunteer engagement, or termination of the Services Contract.

2.4.5 Consultants/Contractors: TRC will require that all consultants/contractors ensure their employees are in compliance with all legislated requirements and TRC's Health and Safety Policy.

2.4.6 First Aid and Emergency Training:

TRC employees responsible for program delivery are required to be certified in First Aid and Cardiopulmonary Resuscitation (CPR) at TRC's expense. TRC employees not responsible for program delivery are provided annual opportunities to be trained in, and are strongly encouraged to be certified in First Aid and CPR.

TRC employees are required to familiarize themselves with the location of all safety and emergency tools, including fire extinguishers, first aid kits, AEDs (defibrillators), eye wash stations, fire emergency doors, the Fire Plan, how to contact members of TRC's JHSC, and the location of the Health and Safety Policy, posted in an accessible place as per the Act.

2.4.7 WHMIS and SDS:

TRC employees are required to familiarize themselves and to comply with all WHMIS (Workplace Hazardous Materials Information System) regulations, and to familiarize themselves with the location of SDS (Safety Data Sheets) information. Employees who purchase materials which have SDS sheets are required to provide those to the Operations Manager for inclusion in the WHMIS binder.

2.4.8 Police Records Checks:

TRC employees who work with financial and banking information are required to have a Level 2 Criminal Record and Judicial Matters check at the expense of TRC. TRC employees who work with children, seniors, or any other vulnerable population are required to have a Level 3 Vulnerable Sector Check at the expense of TRC. Checks must be completed every three years.

In each of the two years after their police records checks, designated employees shall complete and sign an Offense Declaration form, detailing any relevant conviction(s) that have not been pardoned, that have occurred since the last Police Records Check.

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Signed:

Peeter Poldre
Chair

Sara Wilbur-Collins
Executive Director