



# Health and Safety Handbook

Revised July 2023

## Table of contents

Welcome to Orde Day Care .....	2
1. Health and Safety Committee.....	3
Roles and Responsibilities.....	3
Certification of Members .....	4
Employer responsibilities .....	4
Duties of Supervisors .....	6
Who is a competent person? .....	6
Duties of Workers.....	6
Bulletin Board .....	7
Implementing and Reporting.....	7
Meetings .....	7
2. Workplace Hazardous Material Information Systems (WHMIS) .....	7
3. Staff Health and Preventative Measures .....	8
a) Material and Environmental Cleaning.....	9
b) Hand Washing and Hand Sanitizers.....	9
c) Unsafe Working Conditions .....	9
d) Monitoring and Managing Children and Staff Health .....	9
e) Staff Illness.....	10
f) First Aid Procedures .....	10
g) Safe Work Procedures .....	10
h) Workplace Stress.....	11
i) Personal Visits .....	11
4. Workplace harassment .....	11
5. Workplace sexual harassment .....	12
<b>6.</b> Workplace violence .....	12
7. Workplace Violence .....	13
8. Accidents .....	14



## Health and Safety Handbook

### *Welcome to Orde Day Care*

Upon commencement of your employment you are required to sign and adhere to Orde Day Care's Health and Safety policy, and complete WHMIS training and the Occupational Health and Safety Act Health and Safety Awareness training. This policy's objective is to provide a safe and healthy work environment for you and your co-workers and will be reviewed with you on an annual basis.

The purpose of this handbook is to further inform you about the roles and responsibilities of the Health and Safety Committee and the issues that may concern you as a staff member.

Please take the time to read through and then keep a copy in your room binder. If you have any questions, please make sure you ask your Supervisor or Health and Safety Representative.

### Health and Safety Committee and you!

Working together to provide a safe and healthy environment benefits us all.





## 1. Health and Safety Committee

Health and Safety Committee is comprised of the following representatives and their names are posted on the Health & Safety Board in your staff room.

<b>Committee Members</b>	<b>Orde Day Care</b>		<b>Orde Day Care Satellite</b>
Staff Representatives (min. 1 per site)	<b>Tania Esch</b>		<b>Jessica Ngo</b>
Management Representative (min 1 per site)	<b>Gary Duncan</b>		<b>Indra Sabessar</b>

### Roles and Responsibilities

Orde Daycare is committed to co-operatively working together to promote a healthy and safe environment. The Health and Safety (H&S) committee representative's is composed of worker and employer representatives. Together, they are mutually committed to improving health and safety conditions in the workplace. Committees identify potential health and safety issues and bring them to the employer's attention and must be kept informed of health and safety developments in the workplace by the employer. As well, a designated worker member of the committee inspects the workplace at least once a month.

### What is the joint health and safety committee's role?

The committee is an advisory body that helps to stimulate or raise awareness of health and safety issues in the workplace, recognizes and identifies workplace risks and develops recommendations for the employer to address these risks. To achieve its goal, the committee holds regular meetings and conducts regular workplace inspections and makes written recommendations to the employer for the improvement of the health and safety of workers.

Joint health and safety committees are a key element of a well-functioning workplace internal responsibility system.

### The Committee's Responsibilities

- identifying actual and potential hazards in the workplace
- obtaining information from the employer relating to health and safety in the workplace
- inspecting the workplace on a regular basis
- being consulted about and having a member representing workers be present at the beginning of any health and safety-related testing in the workplace
- recommending health and safety improvements in the workplace.

To carry out its functions, the committee is required to hold meetings at least once every three months. There may be a need to meet more often if there are specific workplace



health and safety issues to address or if the work involves hazardous substances or procedures.

**20 to 49 workers** You are required to have a JHSC. The committee must have at least two (2) members.

### **Certification of Members**

Unless otherwise prescribed in regulation, the Act requires that at least two members of the committee (one representing workers and one representing persons who exercise managerial functions) be certified.

In order to be certified, a person must complete the Parts 1 and 2 of mandatory training: Basic Certification and Workplace-Specific Hazard Training. Refresher training is required every three (3) years to maintain certification. A certified member may request a one-time exemption from Refresher Training if he or she is an active member (i.e., engaged as a member of the workplace JHSC within the past twelve months).

### **Employer responsibilities**

Employers have a range of obligations in respect of joint health and safety committees. Examples of employer obligations relating to committees include:

- causing a JHSC to be established and maintained at a workplace where one is required
- selecting committee members who exercise managerial functions for the employer to sit on the joint health and safety committee
- assisting and cooperating with committee members in the carrying out of their functions
- providing the committee with information relating to hazards in the workplace and any work practices and standards in similar industries
- providing the committee with a copy of all orders or reports issued to the employer by a Ministry of Labour inspector informing the committee of any work-related incidents involving injury, death or occupational illness
- consulting with the JHSC or health and safety representative on the development of health and safety programs and policies (including training programs), where prescribed, and,
- provide a joint health and safety committee member representing the workers with the opportunity to accompany a Ministry of Labour inspector on the physical inspection of the workplace
- It is an offence for any person, including an employer, to knowingly hinder or interfere with, or to give false information to, the joint health and safety committee or to a committee member who is in the process of performing his or her duties under the Act.

### **General Duties of Employers**

An Ontario employer, who is covered by the OHSA, has a range of legal obligations, including the obligation to:

- instruct, inform and supervise workers to protect their health and safety



- assist in a medical emergency by providing any information—including confidential business information—to a qualified medical practitioner and other prescribed persons for the purpose of diagnosis or treatment
- appoint competent persons as supervisors “Competent person” is a defined term under the Act. A “competent person” is defined as one who must:
  - be qualified—through knowledge, training and experience—to organize the work and its performance
  - be familiar with the Act and the regulations that apply to the work being performed in the workplace
  - know about any actual or potential danger to health and safety in the workplace

An employer may appoint themselves as supervisors if they meet all three qualifications

- inform a worker, or a person in authority over a worker, about any hazard in the work and train that worker in the handling, storage, use, disposal and transport of any equipment, substances, tools, material, etc.
- help joint health and safety committees and health and safety representatives to carry out their functions
- not employ or permit persons, who are under the prescribed age for the employer’s workplace to be in or near the workplace take every precaution reasonable in the circumstances for the protection of a worker
- post in the workplace a copy of the OHSA, as well as explanatory material prepared by the Ministry of Labour that outlines the rights, responsibilities and duties of workers. This material must be in English and the majority language in the workplace
- in workplaces in which **more than five workers** are regularly employed, prepare a written occupational health and safety policy, review that policy at least once a year and set up and maintain a program to implement it
- provide the joint health and safety committee or the health and safety representative with the results of any occupational health and safety report that the employer has. If the report is in writing, the employer must also provide a copy of the parts of the report that relate to occupational health and safety
- advise workers of the results of such a report. If the report is in writing, the employer must, on request, make available to workers copies of those portions that concern occupational health and safety
- prepare policies with respect to workplace violence and workplace harassment and review them at least once a year
- regardless of how many workers they employ, develop programs supporting workplace harassment and workplace violence policies and include measures and procedures for workers to report incidents of workplace harassment and workplace violence, and set out how the employer will investigate and deal with incidents or complaints.



## **Duties of Supervisors**

The Act sets out certain specific duties for workplace supervisors. A supervisor must:

- ensure that a worker works in compliance with the Act and regulations
- ensure that any equipment, protective device or clothing required by the employer is used or worn by the worker
- advise a worker of any potential or actual health or safety dangers known by the supervisor
- if prescribed, provide a worker with written instructions about the measures and procedures to be taken for the worker's protection
- take every precaution reasonable in the circumstances for the protection of workers

A supervisor is a person appointed by the employer who has charge of a workplace or authority over a worker

Workers are often asked to act as supervisors in the absence of persons hired in that capacity, particularly those identified by such terms as senior, charge, or lead hands. Despite the term used, it is very important to understand that if a worker or lead hand has been given “charge of a workplace or authority over a worker” this person has met the definition of a supervisor within the meaning of the OHS Act and assumes the legal responsibilities of a supervisor under the Act.

## **Who is a competent person?**

A competent person is defined in the OHS Act as someone who is qualified because of knowledge, training and experience to organize the work and its performance, is familiar with this Act and the regulations that apply to the work, and has knowledge of any potential or actual danger to health or safety in the workplace.

The OHS Act requires that employers appoint a competent person as a supervisor

## **Duties of Workers**

Workers play a key role in health and safety at the workplace. Workers have various duties under the Act. Under the Act, a worker must:

- work in compliance with the Act and regulations
- use or wear any equipment, protective devices or clothing required by the employer
- report to the employer or supervisor any known missing or defective equipment or protective device that may endanger the worker or another worker
- report any hazard or contravention of the Act or regulations to the employer or supervisor
- not remove or make ineffective any protective device required by the employer or by the regulations other than in circumstances specified below
- The only circumstance in which a worker may remove a protective device is where an adequate temporary protective device is provided in its stead. Once there is no longer a need to remove the required protective device or to make it ineffective, it must be replaced immediately.



- not use or operate any equipment or work in a way that may endanger any worker
- not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct [clause 28(2)]

### **Bulletin Board**

In each staffroom a bulletin board is reserved for Health and Safety Information. This board displays a number of important documents related to Health and Safety. The Occupational Health and Safety Act, Workplace Harassment and Violence Policy and Procedure, Accident Forms, and inspection reports from the Ministry of Labour. The bulletin board is kept current by the Worker Representative of the Health and Safety committee. Please take some time to review these materials on a regular basis.

### **Implementing and Reporting**

All committee members have a role in developing, implementing and maintaining an effective health and safety program. The policies and procedures developed are designed to reduce or eliminate such hazards. The H&S representative at each site will conduct a monthly inspection of the workplace. The representative will do a physical observation of the environment and also elicit information from the staff members while conducting the inspection. This encourages each staff member to bring issues of concern to the representative on a regular basis. Each room is also provided a form to list any items that need repair or replacing. Staff members must bring all immediate health and safety concerns directly to the staff or management representative. (see unsafe work conditions)

### **Meetings**

A meeting between the worker and management representative at each site occurs once a month. Any health and safety concerns are discussed and ways in which to resolve these issues are decided upon. Minutes are taken from the meeting and can be found in the health and safety binder located in each sites office.

The Joint Health and Safety Committee meet quarterly each year. This committee addresses concerns that affect the centre as a whole or issues that have not been resolved at the Site level.

## **2. Workplace Hazardous Material Information Systems (WHMIS)**

The Workplace Hazardous Materials Information System (WHMIS) is Canada's national hazard communication standard. The key elements of the system are hazard classification, cautionary labelling of containers, the provision of (material) safety data sheets ((M)SDSs) and worker education and training programs.



With the incorporation of the Globally Harmonized System of Classification and Labelling for chemicals (GHS) in WHMIS, the hazard classification and communication requirements of WHMIS have been aligned with those used in the United States and other Canadian trading partners. WHMIS is in a period of transition between two hazard communication regimes - WHMIS 1988 and WHMIS 2015 (which incorporates the GHS).

The Occupational Health and Safety Act require all employees to be trained in WHMIS. This regulation requires that detailed information be provided to workers on certain chemicals or biological agents that will promote the safe use, first aid measures and storage requirements for these substances. Therefore, all chemical agents used in the centre must be properly labeled and stored and a Material Safety Data Sheet (MSDS) available so workers can access the detailed information on a product/chemical. The Cooks or staff ordering the new items at either site are responsible for ensuring any new products ordered has a MSDS sheet on file.

MSDS for the Satellite Site can be found in a labeled binder in the kitchen on the shelf just above the washing machine. MSDS for the Orde Street Site can be found in a labeled binder in the staff room on a shelf beside the fridge. These sheets have detailed information on handling, storing, usage, possible health effects, emergency procedures and required protective measures specific to this product. All chemical products must be brought to the attention of a Health & Safety Representative **prior** to being used, so that MSDS can be filed and product properly labeled. If you have any questions regarding WHMIS please feel free to talk to you Health and Safety representative.

In order to ensure that all staff is oriented to the WHMIS regulations, Orde Day Care will provide time for staff to view an online video, WHMIS 2015 , These videos are designed to orient a staff to WHMIS and gain some understanding of safe handling, use and storing of chemicals. A test will follow to ensure all staff members understand the importance of WHMIS. A passing grade of % is required. Retests are available.

In order to ensure that all staff is oriented to basic health and safety awareness training, staff, students and volunteers will view an online video for workers entitled “Health and Safety at Work, Prevention Starts Here; Worker Health and Safety Awareness in 4 steps upon commencement of employment, placement or volunteer experience. Supervisor and Director must complete the Supervisor Health and Safety Awareness in 5 steps. A test will follow to ensure all staff/supervisor/director understand the importance of a healthy and safe work environment. Staff must print off the proof of completion once the test has been completed. This documentation will be stored in the staff files, for review by the Ministry of Labour.

### **3. Staff Health and Preventative Measures**

The health and safety of the children is always a focus for us at Orde and with that we want to ensure that we promote the health and wellbeing of the staff. Staff health is promoted through the following measures:





**a) Material and Environmental Cleaning**

- Sanitizing of environment and materials. In order to reduce the chance of exposure to contagious virus or bacteria, or illnesses, the environment is sanitized and disinfected on a daily, weekly or monthly basis dependent on the program.
- Daily and weekly cleaning duties are posted in each of the program rooms.

**b) Hand Washing and Hand Sanitizers**

- All adults are required to wash their hands throughout the day and must be done but not limited to, **when arriving for work or returning from a break**, before serving food, between diapering children, after cleaning up a mess, and wiping a nose.
- Where an adult sized sink or designated hand sink is not available staff must use a hand sanitizer.
- Hand sanitizers are available in all program rooms and should be used by the staff in areas not easily accessible to a sink.

**c) Unsafe Working Conditions**

- Any items that are broken or in disrepair must be removed from the play area and logged. Staff must inform their Site Supervisor or Health and Safety Representative prior to disposing.
- If an unsafe condition occurs on the playground or program room the Site Supervisor and Health and Safety Representative must be informed immediately.
- All unsafe conditions or items needing repair must be noted in the Repair Log.
- The Repair Log can be found near the centre message books at either site
- All smaller toys and materials that are broken or in disrepair will be disposed of in an appropriate manner.

**d) Monitoring and Managing Children and Staff Health**

- All staff is responsible for observing children as he/she arrives at the centre. The preliminary observation and subsequent discussion with the parent should provide the staff with the information to determine if the child is able to participate in the daycare activities. If a child displays signs or symptoms of a contagious illness staff will ask the parent to take their child home until the contagious period has passed or the child is well enough to participate in the daycare activities.
- Children, who are observed to be symptomatic while in attendance, will be made comfortable and isolated from the other children. The parent of this child will be contacted to arrange for an early pick up. This child will remain separated from the group until the parent has arrived, either within the program room or in the daycare office. **Staff will note illness on the child's record of illness form.**
- If a student or volunteer experiences symptoms of illness while in attendance of the daycare, they are required to inform their supervising staff. All symptoms of a serious nature are treated as emergency procedures. For accidents, see accident chart at end of workbook.
- If a staff is unable to perform their required duties due to an illness, the supervisor or replacement will do their utmost to find appropriate coverage to allow the staff person to leave early from their shift.
- Ill staff will be required to stay off work during an outbreak of an infection.



- Movement of children and staff will be limited during an outbreak of infection.
- The use of a mask during the diapering procedure will be encouraged during outbreaks of gastroenteritis
- **The use of eye protection will be worn during outbreak of pink eye or conjunctivitis**
- All contagious symptoms or illnesses in children, students, volunteers and staff must be reported to the office to allow for the accurate recording of the suspected illness.
- All staff will be informed of a contagious illness or symptoms through the Caring for Kids website <https://caringforkids.cps.ca/> or by the Toronto Public Health Department.
- To reduce the exposure to contagious illness all children, volunteers, students and staff are required to have an up-to-date copy of their immunization record on file in the daycare office. A signed record of Statement of Conscience or Religious Belief must be provided for those who choose not to immunize. This documentation must be kept on file.
- In the event of an outbreak staff that is not immunized against the identified illness may be required to stay home until the outbreak has been deemed over by Toronto Public Health.
- The centre will follow the direction of Toronto Public Health for all outbreaks, epidemics, pandemics etc,

**e) Staff Illness**

The unionized staff at Orde Day Care are entitled to a number of paid sick days. Should a staff fall ill while at work the supervisor must be notified immediately so that appropriate coverage can be found within a reasonable time span. If a staff member falls ill while on a trip away from the centre, the staff member must contact the supervisor or designate. Appropriate coverage will be sought and the staff member will be given direction by the supervisor or designate. **An illness that is directly related to working in the childcare will be reported to the Ministry of Labour by the Supervisor/Director upon learning of the staff's illness.**

**f) First Aid Procedures**

- All rooms and outdoor play areas are equipped with a first aid kit. These kits are checked monthly by the worker representative to ensure that they are fully stocked. If supplies are running low, please complete a requirement form for the Site Supervisor or the Health and Safety Representative.
- **Standard** First aid training is made available by the centre when the majority of staff training certification expires. Epi-pen training is provided to all staff by the centre.
- All programs must bring a first aid kit with them on outside excursions/field trips.

**g) Safe Work Procedures**

Each staff is responsible for ensuring work is carried out in a safe and appropriate manner. Workshops are scheduled to provide information on various Health & Safety topics and procedures. Below is an example of safe work procedures, but is not limited to this list.

- Proper bending and lifting to ensure that you are not over reaching or stretching to pick something up. Position yourself as close as possible to the child or item that requires moving or lifting.
- Ensure ladders are used to reach high places. Ensure ladder is properly secured before climbing and that another adult is present.



- Lessen load of items whenever possible. i.e. make two trips with dish bin
- Do not store large or heavy items above eye level.
- Maintain storage areas in an organized manner, areas should be free of clutter, debris and returned items must be stored in the proper location.
- Riding toys in shed must be stored properly to allow for easy removal of play items.
- All tripping hazard must be dealt with immediately. Items should not be left on the floor or in areas of foot traffic.
- Always ask for assistance if needed.

## **h) Workplace Stress**

This type of stress affects all staff, students and volunteers and can affect us both physically and emotionally. An increased level of stress causes higher incidence of illness, absenteeism and undermines overall work performance. Listed below are ways to assist in reducing the workplace stress.

1. Identify the stressor.
2. Ask for help or assistance if feeling stressed.
3. Speak to your Health and Safety Representative to discuss ongoing stressors you face that may be affecting your ability to do your work well.

## **i) Personal Visits**

As a staff member of Orde your safety is of utmost importance to us, therefore any personal visitors that arrive at the centre must check in at the office. If the supervisor is unavailable, the designate must be informed of the person's arrival. The visitor will be escorted to the staff room, by the supervisor or designate where they will be asked to sign in and to wait until the staff member is available. The staff member will then be made aware of the person's arrival. This procedure is put in place to ensure that personal safety of each staff member remains paramount. If a personal issue arises wherein you believe your safety is at risk, please inform the supervisor or health and safety representative, so that appropriate plans can be put in place. If an unwanted visitor arrives at the centre and poses a threat to the individual or others emergency response may need to be contacted.

## **4. Workplace harassment**

Workplace harassment is defined in the OHSAA as "engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome" and includes workplace sexual harassment [subsection 1(1)].

- The comments or conduct typically happen more than once. They could occur over a relatively short period of time (for example, during the course of one day) or over a longer period of time (weeks, months or years). However, there may be a situation where the conduct happens only once, such as an unwelcome sexual solicitation from a manager or employer.



- Workplace harassment can include unwelcome and/or repeated words or actions that are known or should be known to be offensive, embarrassing, humiliating or demeaning to a worker or group of workers. It can also include behaviour that intimidates, isolates or even discriminates against a worker or group of workers in the workplace that are unwelcome.
- This definition of workplace harassment is broad enough to include harassment prohibited under Ontario's *Human Rights Code*, as well as what is often called "psychological harassment" or "personal harassment." The [Ontario Human Rights Commission](#) has a role in facilitating compliance with the *Ontario Human Rights Code*.
- Workplace harassment does not include a reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace [subsection 1(4)].

## 5. Workplace sexual harassment

The OHSA defines workplace sexual harassment as:

- engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- making a sexual solicitation or advance where the person making it is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome [subsection 1(1)].

This definition of workplace sexual harassment is similar to the prohibitions on sexual harassment and sexual solicitation found in Ontario's *Human Rights Code*.

## 6. Workplace violence

Workplace violence is defined in the OHSA as:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker [subsection 1(1)].



**Orde Day Care** is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace (**including customers, clients, other employers, supervisors, workers and members of the public, as applicable**).

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment. Workplace sexual harassment means:

1. engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
2. making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Workers are encouraged to report any incidents of workplace harassment to the Supervisor.

Management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers, supervisors and workers are expected to adhere to this policy, and will be held responsible by the employer for not following it. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

If a worker needs further assistance, staff may contact **their union steward or JHSC worker rep**

## **7. Workplace Violence**

Workplace violence is defined in the OHSA as:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,



- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker [subsection 1(1)].

This definition of workplace violence is broad enough to include acts that would constitute offences under [Canada's Criminal Code](#).

Workplace harassment

The management of **Orde Day Care** is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

**8. Accidents**

Accidents may still occur at work, even though the H&S committee works diligently to ensure work place hazards are eliminated. If you should be involved in an accident you must report it to the representative of the Health and Safety Committee or the identified designate **immediately**. This ensures that your health and safety concerns can be dealt with promptly and proper measures followed. Call 9-1-1 if needed.

Listed below are guidelines for dealing with major and minor accidents.

Type of Accident	Procedure injured party must take	Procedure employer must take	Follow up
Serious Accident Requiring Medical Attention	<ol style="list-style-type: none"> <li>1. Get First Aid immediately.</li> <li>2. Inform H&amp;S rep, supervisor or designate immediately</li> <li>3. Complete Form 7 (WSIB) provided by supervisor and return to daycare office within 48 hours.</li> <li>4. Return Functions Ability form to daycare if provided by medical practitioner.</li> <li>5. If you continue to remain off work - please update your supervisor bi-weekly.</li> </ol>	<ol style="list-style-type: none"> <li>1. Administer First Aid if required.</li> <li>2. Arrange and pay for transportation of employee to medical practitioner or hospital.</li> <li>3. Inform emergency contact to meet at hospital.</li> <li>4. Pay employee wages for the rest of the day.</li> <li>5. Provide Form 7 to Employee.</li> <li>6. Fax Form 7 to WSIB within 3 days of accident.</li> </ol>	<ol style="list-style-type: none"> <li>1. Review Functional Abilities Form.</li> <li>2. The employer with the employee, in consultation with WSIB and through our Early and Safe Return to Work Procedures (ESRTW) will arrange for the employees return to work. Looking at things like; light duties, reduced work hours or reassigned duties dependent on severity of injury or recovery time.</li> </ol>
Minor Accident	<ol style="list-style-type: none"> <li>1. Inform H&amp;S rep, supervisor or designate promptly.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assess injury to determine if staff requires medical attention.</li> </ol>	<ol style="list-style-type: none"> <li>1. Check on staff the following day to ensure that they are okay. This includes calling home if they do not come to work.</li> </ol>



	2. Complete staff accident form <b>and return directly to supervisor.</b>	2. If they do follow above procedures.  2. If there is a possibility that staff will seek medical attention provide them with a Form 7.	2. Review accident forms with health and safety representatives for patterns, hazards or needs in specific staff training.
--	---	---	--

Thank you for taking the time to read this handbook. Have a safe and happy day.