



Barrantes Group Living Inc

Occupational Health & Safety Manual

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About This Health & Safety Manual

This policy manual serves as the foundation of Barrantes Group Living Inc's health and safety program. The policies and programs in this manual have been written in accordance with the Ontario *Occupational Health and Safety Act*, the *Workplace Safety Insurance Act*, and related regulations. Each policy outlines a commitment statement, scope of who the policy applies to, roles and responsibilities of each workplace party, and our protocols on training and communication about the policy contents.

The manual also includes a Regulatory Appendix which references specific legislative requirements, where applicable, for each policy. Also, available on [BrightSafe](#) for each of these policies and programs are supporting documents and resources that can be found in the "Documents" section of the software. Scroll through the library or simply carry out a search with the "Search Bar".

Safe Work Procedures

It should be noted that Safe Work Procedures are not included as a part of this Health & Safety Manual as these documents are operational in nature and will vary by job task. Sample Safe Work Procedures and other supporting documents can be found in the [BrightSafe](#) Document library.

Annual Review

We expect that as our business evolves, our health and safety program will also grow with it. For this reason, the terms and provisions of this manual will need to be amended, supplemented, or qualified by additional documents that we may issue from time to time as the needs, duties, and obligations of Barrantes Group Living Inc change. At minimum, this will be done once a year.

Role Of Peninsula Canada

Accepting that we cannot transfer our legal responsibility for managing health, safety, and wellbeing in the workplace, we have retained Peninsula Employment Services Limited (Peninsula Canada) to help us meet this objective. Peninsula Canada provides information and guidance on the effective management of health and safety, and act as a source of advice and guidance for Barrantes Group Living Inc.

Peninsula Canada cannot and does not in any way represent, warrant, or guarantee that Barrantes Group Living Inc will be compliant with all applicable health and safety laws, or that our business will be immune from enforcement proceedings, including prosecution, by using this policy manual. We understand that proper compliance with health and safety laws is ultimately the responsibility of Barrantes Group Living Inc.

We attest that neither this policy nor any of the material contained in this manual will be reproduced, redistributed, or resold in whole or in part without the prior written consent of Peninsula Canada.

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Workplace Violence and Harassment Program

As everyone in the workplace has a responsibility to ensure that the workplace is safe from violence and harassment, managers and supervisors of Barrantes Group Living Inc have the additional duty to act immediately if they observe or are presented with allegations of a potentially dangerous situation, including domestic violence. They are responsible for addressing potential problems immediately and before they become serious.

Definitions

Workplace Violence: the exercise, attempt, or threat of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.

Workplace Harassment: 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.

Workplace Sexual Harassment: harassment as defined above related to sex, sexual orientation, gender identity or gender expression, or making a sexual solicitation or advance where the person making the advance is able to confer, grant or deny a benefit or advancement to the worker, where that the solicitation or advance is unwelcome.

Domestic Violence: violent or aggressive behavior, typically involving the violent abuse of a spouse or partner which may expose a worker to physical injury may occur in the workplace.

Examples of workplace violence include, but are not limited to:

- Expressions of intent to inflict harm.
- Threatening activity, such as waving a fist.
- Using, or attempting to use, physical force against another person.
- Shoving, pushing, hitting.
- Verbal abuse

Examples of the type of harassment behaviour prohibited by this policy include, but are not limited to:

- Bullying.
- Demeaning and/or belittling comments.
- Offensive nicknames, remarks, jokes, or innuendos.
- Obscene remarks or gestures.
- Display or circulation of offensive pictures, graffiti, or materials, whether in print form or via e-mail or other electronic means.
- Singling out an individual for humiliating or demeaning teasing or jokes.
- Creating a poisoned work environment through comments or conduct (including comments or conduct that are condoned or allowed to continue when brought to the attention of management). The comments or conduct may not be directed at a specific individual, and may be from any individual, regardless of position or status.

Examples Of Prohibited Sexual Harassment

- Any form of sexual harassment, including touching, petting, pinching, kissing, unwelcome sexual flirtations, advances, requests, or invitations and leering or other suggestive gestures.
- The display of visual sexual material that is offensive, or which one ought to know, is offensive.

Examples Of What Is Not Workplace Harassment

Reasonable action or conduct by a manager, supervisor or worker that is part of their normal work function will not normally be considered harassing. This is the case even if there are sometimes unpleasant consequences for a worker. Examples include:

- Changes in work assignments/ Scheduling.
- Workplace inspections, Job assessments and evaluations.
- The implementation and enforcement of dress codes
- Counselling or disciplinary action.

Differences of opinion or minor disagreements between co-workers will not generally be considered workplace harassment.

Domestic Violence

MLISTD requires employers to take every precaution reasonable to protect a worker from domestic violence that may occur in the workplace and could expose co-workers to a risk of injury.

Reporting Procedures For Workers

Anyone who believes that they are the victim of workplace harassment and violence should immediately report the incident to management verbally or in writing by using the **Workplace Violence and Harassment Reporting Form**. When reporting verbally, the reporting contact, along with the worker who is making the complaint will fill out the complaint form.

In the absence of another manager/supervisor to report the incident to, the worker should report the incident to the third party that has been designated by Barrantes Group Living Inc. Refer to the **Reporting Contact Form** for the name(s) and contact information of Barrantes Group Living Inc's third-party designate.

All incidents or complaints of workplace harassment/violence will be kept confidential except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

If an emergency exists and the situation is one of immediate danger, then it should be immediately reported to the police by dialing "9-1-1" as soon as it is safe to do so. A person in a situation of immediate danger must, at the same time, take whatever steps are necessary to ensure their own safety and to protect themselves against harm or injury. Once a worker is safe, they can then report the matter to management.

All reported incidents or allegations of workplace harassment/violence will be taken seriously and investigated in accordance with the investigation protocols set out in this Policy.

What To Include In The Report?

A report of workplace violence and harassment must include the following details about the incident:

- Name and contact information of the worker(s) who has allegedly experienced workplace harassment or violence or threatening behaviour.
- Names, contact information and position of the alleged offenders.
- Names and contact information of potential witnesses or anyone who may be able to provide relevant information about the alleged incident.
- A detailed summary of what happened with date(s), frequency, location(s) of the alleged incident(s); and any supporting documents such as texts, emails, photos, and letters relevant to the complaint.

Workplace Harassment/Violence Investigation

Upon receiving a complaint(s) or allegation(s) of workplace violence/harassment (directly or indirectly), Barrantes Group Living Inc will conduct a prompt, thorough and confidential investigation into the allegation(s) or complaint(s).

Barrantes Group Living Inc may also, at its discretion, or where required by law, utilize the services of outside legal counsel, or such other external expertise as Barrantes Group Living Inc may deem necessary in the circumstances. Ultimately, it is the aim of Barrantes Group Living Inc to conduct investigations that are impartial and appropriate in the circumstances.

The investigation will be completed in a timely manner unless there are extenuating circumstances (e.g., illness, complex investigation) warranting a longer investigation.

A complaint or allegation of workplace harassment/violence cannot be investigated by the individual who is the alleged offender, or by the individual who is alleged to have engaged in violence or violent behaviour.

Under no circumstances will a complaint or allegation of workplace harassment/violence be investigated by an individual who is under the direct control of the alleged offender.

Barrantes Group Living Inc will take all reasonable steps to ensure that conflicts of interest are avoided.

Investigation Process

The investigation process will be fair and provide an opportunity for all concerned parties to respond to reports of allegations of workplace violence/harassment. The investigation procedure is as follows:

1. **Interview the complainant(s):** The investigator(s) will interview the complainant(s) and reporting person(s) concerning the facts underlying their allegation(s).
2. **Interview the respondent(s):** The investigator(s) will interview the worker(s) accused of committing the acts. The worker(s) will be asked for their response to the allegation(s) being made and for their side of the story.
3. **Interview witness(es) and other individual(s):** The investigator(s) will then interview any other workers or other individuals who may have witnessed the incident(s) of the alleged actions, or who may otherwise be able to provide information relevant to the investigation.
4. **Record:** The investigation will be documented, and the record will consist of, among other things, detailed notes of all interviews with workers and witnesses and all other information relevant to the investigation.
5. **Report:** The results of the investigation will be reported, in writing, to management. The results will include an assessment of the validity of the complaint(s). The report will set out findings of fact and conclude about whether workplace harassment/violence had occurred or not.

Furthermore, the applicable investigation protocol may be altered if it is determined that it is necessary to do so, such as where there is a reasonable and imminent threat to a worker's safety.

Worker Cooperation

If it is necessary for the purposes of completing, carrying out or protecting the integrity of an investigation, or to maintain a work environment that is safe, secure, and free from threats, intimidation, harassment and violence, Barrantes Group Living Inc may require a worker to remain out of the workplace (with pay) while an investigation is being conducted.

The participation and cooperation of all workers is critical to the development and implementation of the workplace harassment and violence prevention policy and program. The refusal or failure of any worker to cooperate with an investigation is a serious form of misconduct for which a worker may be disciplined up to and including immediate dismissal for cause.

External Investigator

If the incident or complaint involves the owner, senior executives or if an unbiased and fair investigation cannot be guaranteed by Barrantes Group Living Inc, an external person qualified to conduct a workplace violence and harassment investigation who has knowledge of the relevant workplace violence and harassment laws may be retained to conduct the investigation.

Results Of The Investigation

Within a reasonable amount of time of the investigation being completed, the worker who allegedly experienced the workplace violence/harassment and the alleged offender, if they are a worker of Barrantes Group Living Inc, will be informed in writing of the results of the investigation and any corrective action taken or that will be taken by Barrantes Group Living Inc to address workplace violence and harassment.

If the investigation corroborates the complaint(s), to the satisfaction of Barrantes Group Living Inc, then Barrantes Group Living Inc will, among other things, take appropriate disciplinary action against the offending worker(s) and take any other actions or measures it deems necessary to properly address the incident(s) and prevent future incidences of workplace harassment/violence from occurring. The nature and extent of any disciplinary or remedial action will be determined by Barrantes Group Living Inc in its sole discretion and may include the immediate dismissal of the offending worker(s) with or without cause.

Where an investigation results in disciplinary action, the complainant(s) and the respondent(s) will be informed in writing. If the investigation does not corroborate the complaint(s), then the complainant(s) and the respondent(s) will be also advised in writing and the matter will be closed.

Record Keeping

Barrantes Group Living Inc will ensure that, as part of the investigation, whether conducted by Barrantes Group Living Inc itself or by a designated third party, copies of the following documents will be kept on record:

- Details of the complaint and/or the incident.
- A detailed record of the investigation including all relevant documents and notes.
- A copy of the Workplace Violence and Harassment Reporting Form (if one has been completed).
- A summary of the results of the investigation that was provided to the worker who allegedly experienced the workplace violence/harassment and the alleged offender, if a worker of the employer; and
- A copy of any corrective action taken to address the complaint or incident of workplace violence/harassment.

All records of the investigation must be kept confidential and on file for a minimum of one year. The investigation documents should not be disclosed unless necessary to investigate an incident or complaint of workplace violence/harassment, take corrective action or otherwise as required by law.

Corrective Action and Discipline

If Barrantes Group Living Inc determines that a worker has engaged in workplace harassment/violence, appropriate corrective action will be taken, up to and including immediate dismissal for cause.

When a violent incident occurs, Barrantes Group Living Inc will evaluate the safety protocols in place to ensure their effectiveness. Management, in consultation with the worker representative, will review the incident, outline what corrective or remedial actions are necessary to prevent or minimize the potential and impact of repeat occurrences, identify new or previously undefined risks, and reassess using the **Workplace Violence/Harassment Risk Assessment Form**, review worker training and education programs and determine if they are adequate or if additional training should be provided.

In addition, Barrantes Group Living Inc may require that a worker participate in an awareness management program or other forms of counselling, either voluntarily or as a condition of continued employment.

If this behaviour is that of a non-worker, then Barrantes Group Living Inc will take appropriate action in an effort to ensure that such behaviour is not repeated, and if necessary, take measures to prevent the person from returning to the workplace.

However, not every complaint will warrant corrective action. Rather, corrective action will be determined on a case-by-case basis.

Incident Management

In the event of a significant incident of workplace harassment/violence, Barrantes Group Living Inc will immediately assess the situation and arrange for the following interventions as appropriate:

- Facilitation of medical attention.
- If necessary, report the matter to the police.
- Individual debriefing; and
- If necessary, and if possible, arrange for the provision of counselling services to affected workers.

Barrantes Group Living Inc will investigate the incident(s), and if necessary, Barrantes Group Living Inc will conduct a review of its workplace(s) and reassess the risk of workplace violence/harassment having regard for the circumstances that gave rise to the incident(s) in question.

The results of any assessment will be reported to the JHSC.

Training and Communication

Upon hire, we will train all workers in workplace violence and harassment prevention and how to recognize work activities and locations where there are higher than normal risks of work-related violence and harassment. Refresher training may be assigned to workers at the discretion of Barrantes Group Living Inc.

Confidentiality

Barrantes Group Living Inc recognizes the difficulty of coming forward with a complaint of workplace violence/harassment and a complainant's interest in keeping the matter confidential. To protect the interests of a complainant, a respondent, or any other person who may be involved in incidents of workplace harassment and/or violence, including witnesses, and to protect the integrity of the investigation process, confidentiality will be maintained throughout any investigation. Information relating to the complaint will be disclosed only to the extent necessary to carry out this workplace harassment and violence program, or where disclosure is required by law.

Health and Safety Roles & Responsibilities

Policy Statement

Everyone at Barrantes Group Living Inc has a joint responsibility to support a safe and healthy workplace. Responsibility and accountability for health and safety in the workplace increases with increasing authority. We value the importance of a collaborative approach, including participation from every level of our organization.

The **Internal Responsibility System (IRS)** gives everyone in the workplace accountability for health and safety. The higher you are in the chain of command in the organization, the more accountability you have for Health and Safety.

Scope

This policy outlines health and safety roles and responsibilities of Barrantes Group Living Inc, our supervisors, workers, contractors, visitors, and all others that enter our workplace.

Definitions

Employer: A person who employs one or more workers or contracts for the services of one or more workers and includes a contractor, constructor and/or subcontractor providing work and/or services.

Supervisor: A person who has charge of a workplace or authority over a worker.

Worker: A person who performs work or supplies services for monetary compensation or a secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled or a person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.

Competent person: A person 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.

Roles and Responsibilities

Barrantes Group Living Inc

- Provide and maintain all facilities as required by law and ensure compliance to provincial occupational health and safety rules, regulations, guidelines, and legislation.
- Take every reasonable precaution under the circumstances to ensure the workplace is safe for all people present at the workplace.
- Train workers about any potential hazards, how to safely use, handle, store and dispose of hazardous substances, and how to handle emergencies.
- Make arrangements for the use, handling, storage, and transport of materials and substances in a manner that protects the safety of workers.
- Ensure all areas of the workplace are capable of supporting all loads to which they may be subjected in accordance with applicable laws and building codes.
- Ensure workers use any necessary personal protective equipment.
- Investigate any reports of unsafe conditions or acts reported to us and ensure that corrective actions are taken without delay.
- Immediately report all critical injuries, serious incidents and potentially serious incidents to the Ministry of Labour, Immigration, Training and Skills Development (MLITSD).

- Appoint a **competent** supervisor who sets the standards for performance, and who ensures safe working conditions are always observed.
- Cooperate with anyone performing a duty or exercising a power under the OHS legislation.
- Establish a Health and Safety Representative or Joint Health and Safety Committee as required based on our current worker count.
- Make every effort to protect workers from exposure to violence and/or harassment in the workplace.

Managers and Supervisors will ensure:

- To address any health and safety concerns brought forward by their workers, and proactively share knowledge of any potential or actual hazards in the workplace.
- Equipment, materials, and protective devices required by law are provided to workers, are maintained, in good working condition and used properly.
- All health and safety measures and procedures required by law are implemented and carried out.
- All workers under the supervisor's direct supervision and direction are not exposed to violence and/or harassment at the place of employment.
- To take every reasonable precaution under the circumstances to ensure the workplace is safe for all workers under their supervision.

Workers and Contractors:

- Perform their work duties in a manner that does not pose a health or safety risk to themselves or anyone else in the workplace. Complete all necessary health and safety training and orientation programs.
- Be familiar with all health and safety rules, policies, programs, laws and regulations and comply with them at all times.
- Use and wear all protective equipment, protective devices and clothing as instructed, or as required by law.
- Never remove, adjust, modify or in any way tamper with or alter any work equipment, devices or machinery, or any protective equipment, devices, or clothing.
- Never use substitute protective equipment, devices, or clothing unless authorized by management.
- Ensure that all tools, equipment, and machinery are properly maintained, operated, and stored according to policies or specifications, and as required by law.
- Practice good housekeeping and adhere to waste management and environmental protection procedures.
- Refrain from causing or participating in the harassment and/or violence of another worker.
- Immediately report any unsafe working conditions or any workplace incidents to their supervisor or to a member of management.

Joint Health and Safety Committee Policy

Policy Statement

Barrantes Group Living Inc is committed to ensuring the health, safety, and well-being of everyone in the workplace by promoting a positive safety culture through the function of the Joint Health and Safety Committee (JHSC). We recognize the importance of workers and our company management working together to identify and resolve health and safety issues in the workplace.

We will have a JHSC in place at all times when we regularly employ more than 19 workers. This includes full-time, part-time, seasonal and contract staff, as required by the *Act*. We will ensure that the JHSC is composed of at least 2 people if we regularly employ between 19 and 49 workers. At such a time when our company grows to employ more than 50 workers, we will increase the JHSC membership to at least 4 members.

We will ensure that at least 50% of the JHSC members are chosen by our workers who do not hold any managerial functions. The remaining members of the committee will be selected by Barrantes Group Living Inc.

Scope

This policy applies to all members of the Joint Health and Safety Committee (both management and workers). It also sets out duties and responsibilities for Barrantes Group Living Inc and provides details to all workers on when and how they can engage with the JHSC to support their safety at work.

Roles and Responsibilities

The management team at Barrantes Group Living Inc will collaborate with the JHSC as a partner in the health, safety, and wellbeing in our workplace. We will ensure the workers chosen are successful in their role through training, support and necessary time and access given to support their duties. We will ensure that the members of the JHSC are paid for the time spent performing their duties at their regular rate of pay, as directed by the *Act* and regulations.

As per the *Act*, the JHSC has defined duties and responsibilities that involve:

- Identifying workplace hazards, and conducting regular workplace inspections,
- Putting forth recommendations for the improvement of the health and safety of workers and the workplace,
- Participation in health and safety assessments/ tests within the workplace,
- Assisting in the investigation of workplace fatalities/critical injuries, and participating in work refusal investigations, and
- Being notified and receiving copies of any Ministry orders or workplace assessments.

Training and Communication

At least one elected worker and appointed management team member will attend the Ministry mandated Certification Training (Parts 1 & 2) that are to be supplied by a Ministry-approved provider. We will ensure that refresher training is provided every 3 years to maintain this certification.

Progressive Discipline For Safety Violations Policy

Policy Statement

Barrantes Group Living Inc is committed to fair and constructive treatment of unacceptable work performance or behaviour. This is especially important when the worker's performance or behaviour impacts the health and safety of the workplace. This progressive discipline program will be carried out with the intent of improving worker behaviour and performance.

Scope

This policy applies to all workers, including management at Barrantes Group Living Inc.

Roles and Responsibilities

- **Barrantes Group Living Inc's** management will be responsible for promptly identifying and responding to any unsafe conduct by any worker, including, but not limited to, any violations of our health and safety program.
- **Supervisors/Managers** will train, coach, and monitor their staff to ensure they are working in a safe manner. In cases of safety violations, the supervisor will provide written guidance to the worker regarding the expectations for safe behaviour in the workplace.
- **Workers** must comply with the requirements of their progressive discipline plan, clarify questions with their immediate supervisor as necessary and participate in any additional training, coaching and mentorship provided by the company.
- The **JHSC** may be consulted in the process of determining actions to be taken in case of a safety violation.

Progressive Discipline for Safety Violations Program

Before initiating the progressive discipline process, the worker's supervisor or manager will first communicate our company's expectations to the worker – and, in particular, the importance of health and safety compliance – both verbally and in writing so that the worker is fully aware of the health and safety standards expected of them, and that failure to comply with these standards will result in disciplinary action.

If worker's conduct continues to fall short of acceptable standards, or if the worker commits a serious initial violation of our health and safety program, management will initiate Barrantes Group Living Inc's progressive discipline process.

Step 1: Verbal Warning

The workers' supervisor or a member of management will meet privately with worker to discuss the safety issues related to their conduct, set expectations for improvements towards health and safety compliance, and advise the worker that failure to correct their conduct could lead to further discipline up to and including immediate dismissal for cause. A follow-up interview date will be scheduled.

If Barrantes Group Living Inc determines it appropriate, the worker will be placed on a performance improvement plan with the aim of helping them correct their behavior.

Step 2: Written Warning

If the worker's performance does not improve following Step 1, a written warning will be issued in a letter notifying them that their continued misconduct could lead to further disciplinary action up to and including dismissal for cause. The supervisor will again discuss improvements in the worker's conduct towards safety in the workplace and schedule a second follow-up interview date.

If Barrantes Group Living Inc determines it appropriate, the worker will be placed on a new or updated performance improvement plan with the aim of helping them correct their behavior.

Step 3: Final Written Warning

The final written warning is the last time the worker will be issued a warning before the Barrantes Group Living Inc proceeds with termination. During this step, we will require the worker to provide an explanation as to why their conduct continues to fall short of our safety expectations, so we have a final chance to work with the worker before they are terminated. Similar to the previous steps, the worker's supervisor will discuss with the employee ways to bring about improvements in the employee's performance.

If Barrantes Group Living Inc determines it appropriate, the worker will be placed on a new or updated performance improvement plan with the aim of helping them correct their behavior.

Step 4: Dismissal

If the worker's misconduct continues after Step 3, they will be dismissed for cause.

Exception For Serious Misconduct

Barrantes Group Living Inc may elect to dismiss a worker prior to carrying out any or all of the steps set out above if we determine at our sole discretion, that a worker has engaged in serious misconduct, including engaging in conduct that presents a serious risk to the health and safety of others in the workplace.

No Reprisal

As the employer, Barrantes Group Living Inc will never dismiss, discipline, impose a penalty or intimidate a worker because they acted in compliance with the *Occupational Health and Safety Act* or its regulations. A worker who has reasonable cause to believe that they have been subjected to reprisal as described above may file a complaint with the Ontario Labour Relation Board.

Risk Assessment Policy

Policy Statement

Barrantes Group Living Inc has a duty to assess the hazards and risks created by our business activities. We have a duty to take action based on the findings of these hazard risk assessments to ensure the safety, health and wellbeing of our workers and others who may be affected by our work.

The purpose of the risk assessment is to identify and evaluate the workplace conditions that could lead to workers getting hurt or becoming ill. Injuries and illnesses can negatively impact the livelihood of workers and impact our business if production is lost, equipment is damaged, insurance costs increase, or if Barrantes Group Living Inc is prosecuted.

Scope

This policy applies to all workers and contractors of Barrantes Group Living Inc.

Definitions

- **Hazard:** any source of potential damage, harm, or adverse health effects.
- **Risk:** the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard. It may also apply to situations with property or equipment loss, or harmful effects on the environment.
- **Risk Assessment:** process for evaluating hazards and the risk they pose to health and safety of workers, then removing that hazard or minimizing the level of its risk it poses by adding control measures.

Roles and Responsibilities

- **Barrantes Group Living Inc** has the ultimate responsibility for assessing the risks posed to workers by workplace hazards. It is our legal duty to investigate all hazards reported and to provide a workplace that is safe and free of health and safety hazards.
- **Supervisors and managers** are expected to be knowledgeable of potential and actual danger to health or safety in the workplace. They may be asked to participate or lead the hazard/risk assessment process.
- **Workers and contractors** are required to resolve and/or report all hazards observed in the course of their work to their supervisor or manager immediately. This is so that potential risks can be identified, and the appropriate action can be taken. They may be asked to participate in the hazard/risk assessment process.
- The **JHSC** is an active participant in the process of identifying and assessing risks to workers within the workplace. They are to ensure that workers are reporting all hazards, assist in the investigation, and input into corrective actions and recommendations to ensure the best resolution in the protection of all of our workers.

Training and Communication

We will ensure that all workers and contractors are trained on hazard identification, reporting, and risk assessments. The method of training will be appropriate to the functions of the roles described above.

Risk Assessment Program

In order for our risk assessment process to be sufficiently robust and protect the health, safety, and wellbeing of our workers and anyone else affected by our work activity, we will:

- Assess our activities to identify where and when workers or others may be exposed to risk.
- Involve managers and workers in identifying hazards and managing and coordinating risk assessments.
- Appoint and train workers to carry out risk assessments.
- Systematically identify the hazards to which our workforce and others are exposed.
- Provide a means for the workforce to identify and report hazards or potential hazards to their managers.
- Consider the risks from those hazards, however recognized, identifying people at risk.
- Evaluate the risks and decide if further precautions are required, record our findings, and implement those findings.
- Explain the results of risk assessments to anyone affected and detail any new precautions or systems of work they need to follow.
- Review risk assessments on a regular basis, at intervals appropriate to the risk.
- Review our policy and procedure from time to time to ensure that they are fully understood and operating correctly.

The risk assessment process can be completed using a 4-step process: hazard recognition, assessment, control, and evaluation (RACE).

Step 1: Recognition

Before hazards can be eliminated or controlled, it is necessary that they first be identified. The goal of hazard recognition is to find and record potential hazards that may be present in our workplace.

We will consider the following 5 factors in the hazard recognition process:

1. Our people (workers, contractors, visitors, clients, suppliers, sub-contractors, etc.).
2. The environment we work in.
3. The materials we work with.
4. The equipment and tools we use, and
5. The processes we have in place to complete the work.

There are many types of hazards. A common way to classify hazards is by putting them into different categories:

HAZARD CATEGORY	EXAMPLES
Biological	Bacteria, viruses, insects, poisonous plants, infectious diseases.
Chemical	Toxic, flammable, corrosive chemicals.
Musculoskeletal	Repetitive movements, awkward postures, force required for a task.
Physical	Radiation, vibration, temperature extremes, noise.
Psychosocial	Stress, workplace violence and harassment, mental health.
Safety	Slips, trips and falls, electrical, inappropriate machine guarding.

Step 2: Assessment

Assessing the hazard consists of comparing our current state to a recognized standard (e.g., the Occupational Health and Safety Act and Regulations). In this step, we must determine the risk factor by assessing 1) the **likelihood** of a hazard causing an injury or illness, and 2) the potential **severity** if the illness or injury was to occur. This will help us prioritize our control measures in the next step.

Step 3: Control

Hazard controls are the method of preventing or controlling exposure to health and safety hazards. Controls can be categorized into the following categories, known as the **Hierarchy of Controls**. The control methods are listed in order from most protective to least protective:

1. **Elimination** – remove the hazard completely from our workplace.
2. **Substitution** – change out a material or process to reduce the risk.
3. **Engineering** – reduce exposure by preventing workers from encountering hazards.
4. **Administrative** – change the way work is done or by providing workers with relevant procedures, training, or warnings.
5. **Personal Protective Equipment** – provide clothing and devices to protect workers.

Step 4: Evaluation

The last step is to evaluate the controls we have implemented to determine their effectiveness. We will re-assess the hazards and compare risks before and after our control measures have been implemented.

Incident / Injury Reporting / Investigation Policy

Policy Statement

At Barrantes Group Living Inc we take our responsibility to ensure the health, safety, and wellbeing of everyone at our workplace very seriously. We are committed to ensuring that when incidents, accidents or near misses occur, that they are reported immediately and investigated in an efficient and thorough manner, taking all steps necessary to minimize the chance of a re-occurrence.

Scope

This policy applies to all workers, contractors, visitors, and anyone else entering our workplace.

Roles and Responsibilities

- In the event of incidents, near misses, injuries, or occupational illnesses, **Barrantes Group Living Inc** will ensure proper reporting procedures are followed, both internally and externally. The situation will be investigated, and corrective actions will be taken as a priority.
- **Supervisors/Managers** will ensure that workers are trained on reporting procedures, assure involvement of all parties in the investigation and subsequent corrective actions.
- **Workers** are required to report all incidents, no matter how minor, to the management team, participate in the investigation and provide input into corrective actions.
- The **JHSC** will be involved in the training and reporting procedures, review incident reports, make recommendations regarding corrective actions, may attend the accident scene for the purposes of investigation, liaise with the inspectors, and assist in developing necessary reports.

Definitions

- **Incident / Accident:** any unplanned and unwanted event which results in injury or illness, or damage to property or the environment.
- **Near Miss:** any unplanned and unwanted event which does not result in injury or illness, or damage, but which could have resulted in damage or injury if the circumstances had been slightly different.
- **Disabling Injury:** any injury or an occupational disease that results in either time loss, or modified duties. They can be either temporary or permanent, depending on whether the worker is expected to make a full recovery.
- **Occupational Illness:** an illness caused by exposure to a health hazard at work. It affects normal body mechanisms and changes a worker's health.
- **Critical Injury:** any serious injury that places life in jeopardy; causes unconsciousness; results in significant blood loss; involves the fracture of a leg or arm, but not a finger or a toe; involves amputating all or part of an arm or leg, but not a finger or a toe; consists of burns to a major portion of the body; causes the loss of sight in an eye.

Incident / Injury Reporting / Investigation Program

	Near Miss/Incident	Disabling Injury	Occupational Illness	Critical/Fatal Injuries
Workers	Immediately report to supervisor. Participate in investigation.	Immediately report to management team. Seek immediate medical assistance. Call 911. Assistance provided by certified First Aider if possible. Report the incident to a supervisor/manager and/or JHSC HSR. Complete <i>Workers Report (Form 6)</i> for WSIB as soon as possible.	Immediately report to management team. Seek immediate medical assistance. Call 911 (if necessary). Report the illness to supervisor. Complete <i>Workers Report (Form 6)</i> to WSIB as soon as possible.	Immediately report to management. Call 911. Seek immediate medical assistance. Assistance provided by certified First Aid, if possible. Immediately report the incident to a supervisor. Participate in investigation.
Supervisor/Managers	Conduct investigation. Determine and implement preventative action plan, if any. Communicate control measures to workers.	Ensure injured worker receives immediate medical assistance. Notify the employer. Preserve the accident scene for investigation. Complete <i>Employers Report (Form 7)</i> to WSIB within 3 business days.	Report the illness to the employer. Investigate the source of the illness, if possible. Complete <i>Employers Report (Form 7)</i> to WSIB within 3 business days.	Seek immediate medical assistance. Call 911. Report the incident to the employer. Immediately notify the MOL, WSIB and other agencies as required. Preserve and secure the accident scene for investigation.
COMPANY	Review report. Ensure corrective actions, if any, were implemented.	Prepare a detailed written report of the incident. Investigate and compile report within the next 4 days to be submitted to the JHSC HSR. Provide a copy to the MOL (only if ordered to do so). Implement an action plan to prevent a reoccurrence.	Notify the MOL and the JHSC/HSR within 4 days of being advised of the illness.	Conduct a full investigation of the accident. Prepare a detailed written report and submit to the MOL within the next 48 hours. Complete <i>Employers Report (Form 7)</i> to WSIB within 3 business days Implement an action plan to prevent a reoccurrence.
HSR JHSC	Assist in investigation, prepare a report, and make corrective recommendations to management	Assist in investigation, prepare a report, and make corrective recommendations to management	Assist in investigation, prepare a report, and make corrective recommendations to management	Designate a worker member of the JHSC HSR to investigate the cause of any critical injury or fatality and report findings to the MOL and the JHSC, if any.

Return To Work Policy

Policy Statement

Barrantes Group Living Inc will make every reasonable effort to provide suitable employment to any worker unable to perform their duties because of a work-related injury. The purpose of this policy and program is to provide support for the early and safe return to work of injured workers, provide gainful employment for workers who are temporarily disabled due to a workplace injury, and restore, at minimum, the worker's ability to perform essential duties of their pre-injury work duties.

Scope

This policy applies to all our workers, including management.

Roles and Responsibilities

- **Barrantes Group Living Inc** will promptly report any reportable work-related injuries and illnesses to the Workplace Safety Insurance Board (WSIB). We will modify the workplace, as possible, to accommodate workers who are disabled due to illness or injury, monitor the progress of workers in modified work programs, and maintain communication throughout their recovery and return-to-work.
- **Supervisors/Managers** will ensure workers are complying with modified duties for the assigned period, investigate injuries and work-related complaints, ensure immediate completion of incident reports, liaise with WSIB personnel and coordinate the development of the worker's Return to Work Plan.
- The manager or supervisor acting as the **Return-to-Work Coordinator** will follow up on the progress of the worker's recovery during the RTW Plan, schedule weekly progress meetings, and complete the *Return-to-Work Progress Report*. The RTW Coordinator will also complete the *Return-to-Work Closure/Evaluation Report*, address any worker concerns during modified duties and the RTW process, support the development, implementation, and delivery of this program and provide recommendations for improvement.
- **Workers** must immediately report any injury or illness to their supervisor or manager, take an active role in developing their Return-to-Work Plan, including obtaining the necessary documentation from their treating healthcare professional. Workers must report any concerns with their return to work to their manager and/ or WSIB case manager so that concerns can be addressed promptly. Workers must always co-operate with Barrantes Group Living Inc and the WSIB in their early and safety return to work process.
- The **JHSC** will support with the Return-to-Work process, address any worker concerns regarding modified duties, and assist in training workers on the program.

Training and Communication

Barrantes Group Living Inc will provide access to this policy and program to all of our workers. We will also communicate our procedures for proper reporting of incidents and injuries. All workers required to function in the capacity of a Return-to-Work Coordinator will be appropriately trained.

Return To Work Program

This program sets out a collaborative process to assess, plan, implement, coordinate, monitor, and evaluate the solutions required to meet an injured worker's needs in their early and safe return to work.

Definitions

- **Suitable work:** work is considered suitable if it is safe, available, productive, and within the injured worker's functional abilities and restores their earnings to what they earned before the injury.
- **Functional abilities:** refers to what an injured worker is physically capable of doing based on an assessment by their healthcare provider.
- **Workplace Safety Insurance Board (WSIB):** If a worker is involved in work-related injury or illness, the WSIB provides wage-loss benefits, medical coverage and support to help workers return to work.
- **Lost Time Injury:** Work-related injury/disease where a worker loses time from work, have a loss of wages/earnings, or have a permanent disability/impairment.
- **Non- Lost Time Injury:** Work-related injury where no time is lost from work, other than on the day of the incident.

Non-Lost Time Injuries

These steps will be followed when an injury occurs that does not result in lost time:

1. First aid will be provided immediately.
2. Barrantes Group Living Inc will arrange and pay for transportation to a medical facility, if needed.
3. Barrantes Group Living Inc will pay the worker's wages for the day of the injury.
4. An incident/accident investigation will be completed (refer to the *Workplace Injury or Near Miss Reporting Form*).
5. The worker will be requested to have their healthcare provider complete a *Functional Abilities Form* once they are ready to return to work.
6. A Return-to-Work Plan will be established collaboratively with the worker by using the *Return-to-Work Plan Form*.
7. Modified duties may be offered to the worker using the *Modified/ Alternative Work Offer Form* that comply with the physical restrictions provided by the doctor.
8. If there is limited information regarding the worker's abilities or restrictions, the *Standard Restrictions Form* will be used.
9. We will monitor and evaluate the worker's recovery and meet with the worker regularly or as often as necessary and document their recovery progress by using the *Return-to-Work Progress Report Form*.

Lost Time Injuries

These steps will be followed when an injury occurs that results in lost time.

1. We will provide first aid immediately, if needed, and conduct an incident investigation.
2. We will arrange and pay for transportation to a medical facility, if needed and pay the worker's wages for the day of the injury.
3. If the injury or illness involves health care treatment, results in time away/off from work, or results in lost wages, we will complete and submit an *Employer's Report of Injury/Disease (Form 7)* to the WSIB within 3 business days.
4. We will provide a copy of *Worker's Report of Injury/Disease (Form 6)* to the worker as soon as possible.
5. We will request a copy of *Health Professional's Report (Form 8)* from the worker when possible.

6. If they have filed a claim, we will obtain a copy of the completed *Worker's Report of Injury/Disease (Form 6)* from the worker.
7. We will ensure an incident investigation has been completed using the *Workplace Incident Reporting Form*.
8. We will request the worker to have their healthcare provider to complete a *Functional Abilities Form* once they are ready to return to work.
9. We will collectively discuss and establish a Return-to-Work Plan with the worker by using the *Return-to-Work Plan Form*.
10. We will offer modified duties to the worker using the *Modified/Alternative Work Offer Form* that complies with the physical restrictions listed by the doctor for the indicated time period listed.
11. Where there is limited information regarding the worker's abilities or restrictions, we will use the *Standard Restrictions Form*.
12. We will provide copies of any RTW plans or related forms to the worker.
13. We will monitor RTW plans by scheduling regular meetings to assess progress, obtain current functional abilities information, and make any adjustments to RTW plans, as needed.

Barrantes Group Living Inc will ensure that all worker medical and personal information is kept private and confidential, in compliance with privacy laws, such as the Personal Health Information Protection Act (PHIPA) in Ontario.

Work Refusal Policy

Policy Statement

Barrantes Group Living Inc respects workers' right to refuse unsafe work under the Ontario *Occupational Health and Safety Act*. In every case of a work refusal, we will ensure to investigate the health or safety hazard so as to resolve the worker's concern and maintain a safe workplace.

Scope

This policy applies to all workers, including management. It should be noted that some professions have a limited right to refuse unsafe work under the *Act*. Barrantes Group Living Inc will support workers to exercise their right (or limited right) to refuse according to the provisions of the *Act*.

Roles and Responsibilities

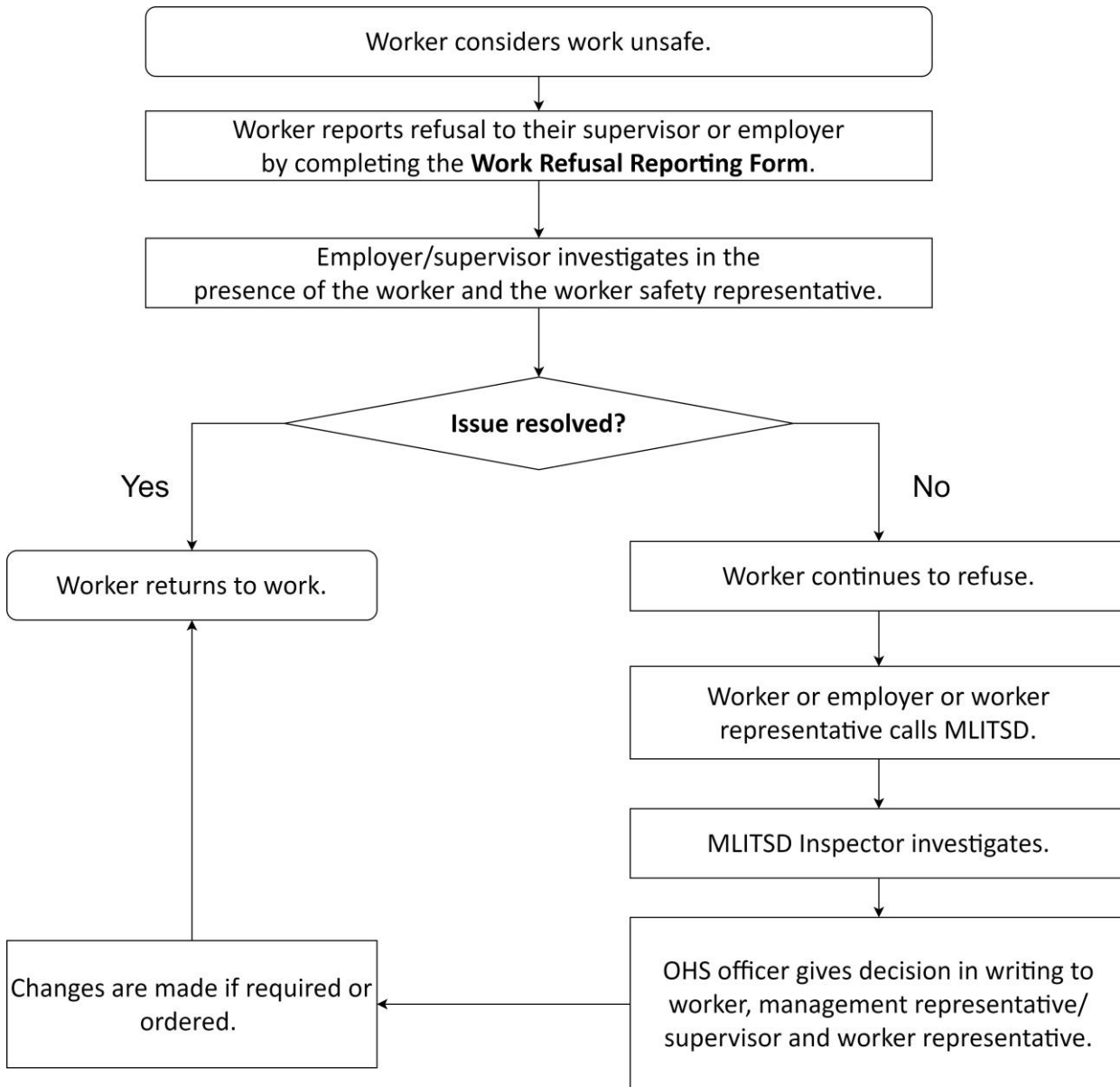
- **Barrantes Group Living Inc** management will investigate any health and safety concern brought up by the worker. We will not take any discriminatory action against a worker for providing relevant information about workplace conditions affecting the health and safety of any worker engaged in work or any other person present at the workplace to any of the following:
 - Refusing to do work on reasonable grounds that the work may endanger the health and safety of the worker or other workers.
 - Being prevented from working because of an order under the OHSA; and
 - Taking reasonable action to protect the health and safety of that worker or any other person.
- **Workers** may refuse to work if they believe the following conditions may harm their own safety or that of another worker:
 - Any equipment, machine device or thing is likely to endanger them or another worker.
 - The physical condition of the workplace is likely to endanger them or another worker.
 - Workplace violence is likely to endanger them or another worker.
 - Any equipment, machine, device or thing or the physical condition of the workplace is not in compliance with the *Act* or the regulations which is likely to endanger them or another worker.
- The **JHSC** has a key role in the event of a work refusal. A worker representative will assist with the investigation of the work refusal, working with management and the affected worker to find a resolution. If this is not achievable, they will work with the MLITSD inspector during their investigation to ensure a resolution is achieved. During any investigation it is a worker representative that will work with all parties involved to ensure the best resolution in the interest of all involved.

Training and Communication

Our workers will all receive training on workers' rights in Ontario through the Worker Health and Safety Awareness in Four Steps eLearning. This will include details of their legislated right to refuse unsafe work, the process to follow to report a work refusal and their role in the investigation.

Work Refusal Program

Reporting and Investigation Procedure



During the investigation, the worker will remain in a safe location and must be available to Barrantes Group Living Inc to answer any questions and to provide any information necessary for a proper investigation.

Reassigning Refused Work

During the second stage of the investigation, Barrantes Group Living Inc will not request or assign another worker to do the refused work until we have determined that the work does not constitute a danger to the health and safety of any person, or that a dangerous condition does not exist.

Where we assign another worker to do the work, we will advise the worker in the presence of their worker health and safety representative of:

- The first worker's refusal.
- The reasons for the refusal.
- The reason(s) why, in our opinion, the work does not constitute a danger to the health and safety of any person, or that a dangerous condition is not present; and
- The new worker's right to refuse to do dangerous work.

Professions with Limited Right to Refuse

The Act limits the right to refuse dangerous work in cases where the cause for a worker to refuse work is a normal condition of their employment; or if their refusal to work would directly endanger the life, health, or safety of another person. Examples of the professions impacted by this restriction are police officers, firefighters, and health care workers.

Education, Training and Communication Policy

Policy Statement

Barrantes Group Living Inc recognizes that training, education, and communication is critical throughout all levels of our business to ensure a safe and healthy work environment for our company. It is our responsibility to ensure compliance with applicable legislation, safety directives, and controlling hazards in the workplace.

Scope

All of our current, newly hired, transferred and promoted workers will receive health and safety training on our health and safety systems and policies prior to the start of their work and will continue to receive refresher training throughout their employment.

Roles and Responsibilities

- The management team at **Barrantes Group Living Inc** recognizes our duties and responsibilities to ensure the health, safety, and well-being of all workers through comprehensive training, continuous education, and informative communication for the worker's success.
- Our **workers** are responsible for actively participating in all health and safety training, by reporting hazards and working in a safe manner.
- Our **JHSC** is an integral part of establishing and implementing worker training and education programs as required by H&S regulations and the needs of our company. Our JHSC acts as a liaison between our management team and workers in providing a communication flow regarding health and safety matters in our workplace.

Education and Training

The health and safety training provided will include, but is not limited to:

- Functions of our health and safety program, policies, and safe work procedures.
- Instruction and demonstration of employees' tasks and job duties to ensure safety and specialized training when a worker's work involves identified hazards.
- The reporting of hazards, accidents, injuries, illnesses, unsafe work practices, and near misses to the designated people in the workplace.
- Training and instruction on the Workplace Violence and Harassment Policy and Plan for our workplace.
- The Workers' Rights: **Right to Know** what hazards are present in the workplace, the **Right to participate** in keeping our workplace healthy and safe; and the **Right to refuse unsafe work**.
- All of our workers, including supervisors/management, will complete the Ministry of Labour mandated training '*Worker Health and Safety Awareness in 4 Steps*'
- All members of our supervisory/management team will also complete the Ministry of Labour mandated training '*Supervisor Health and Safety Awareness in 5 Steps*'
- We will ensure all worker training activities are documented and retained on file.

Communication

Barrantes Group Living Inc will establish and maintain a Health and Safety board with the legislated postings and information as per the Ontario *Occupational Health and Safety Act*. We will make every effort to notify our workers of pertinent health and safety information that impacts the workforce as we become aware of them.

Education, Training and Communication Program

Communication Through Our Health & Safety Board

On our health and safety board, at minimum, we will post the following:

- A copy of the Ontario *Occupational Health and Safety Act*.
- If registered with the WSIB, a copy of the poster “In Case of Injury” (Form 82) displayed at the first aid station and conspicuous locations.
- A copy of the “Health and Safety at Work: Prevention Starts Here” Poster.
- A current and signed copy of the Health and Safety Policy Statement.
- Names and work locations of the JHSC members
- Workplace Violence and Harassment Policy
- Copies of First Aiders’ certification.
- Orders regarding the use of biological, chemical, or physical agents in the workplace (if any).
- Accurate records of the levels of biological, chemical, or physical agents in the workplace (if any).
- Any order, and notice of compliance with an order (if any).
- Results of monitoring of airborne concentrations of a designated substance and worker exposure to airborne concentrations of a designated substance (if any).

	H&S Training	Frequency
Management	▪ Health and Safety Awareness Training in 4 Steps ▪ Health and Safety Awareness Training in 5 Steps	Upon hire, transfer, or promotion
Workers	▪ Health and Safety Awareness Training in 4 Steps	Upon hire
HSR	▪ HSR Basic Training – Government approved service provider	Upon appointment
JHSC	▪ One worker and one management member from the JHSC must receive certified training from a Ministry-approved service provider	Upon appointment

Workplace Inspection and Housekeeping Policy

Policy Statement

Barrantes Group Living Inc is committed to complying with applicable legislation by maintaining a clean and tidy workplace, free from safety hazards. This will be achieved by good housekeeping practices and conducting workplace inspections at regular intervals. We will also ensure that an inventory of all tools and equipment is kept, and maintenance and inspection protocols are followed as required by law.

Inspections and proper housekeeping will help us prevent incidents, detect wear and tear or potential failure of equipment, prevent damage to property, equipment, and material and eliminate or minimize any fire hazard.

Scope

This policy applies to all our workers, and contractors. Specific responsibilities for management and our health and safety representatives are listed below.

Roles and Responsibilities

- **Managers and supervisors** are expected to conduct informal spot inspections as a part of their regular role.
- A JHSC worker member will complete a formal monthly inspection of the workplace.
- Barrantes Group Living Inc will set a regular inspection schedule in conjunction with the worker representative, and the schedule will be maintained and posted in a visible location in our workplace.
- We will provide all information and assistance needed for the designated worker member to carry out their inspection of our workplace.
- We will ensure all inspection reports contain a record of the deficiencies identified and corrective actions taken for all identified hazards.
- **All workers** must follow manufacturers' specifications and maintenance and inspection protocols required by law for all vehicles, machinery, tools, equipment, and fire safety equipment.
- Barrantes Group Living Inc will hire competent specialists to conduct high-risk or regulated inspections where required by law.
- We will ensure our workplace is cleaned regularly by assigning a worker to perform regular housekeeping duties, or by hiring a third-party to perform cleaning services.
- Barrantes Group Living Inc will maintain records of all inspection reports for at least one year.

Training and Communication

We will ensure that workers conducting workplace inspections are provided with appropriate training and/or shadowing opportunities.

Emergency Preparedness and Response Policy

Policy Statement

Our Emergency Response Requirement and Program is intended to identify any potential emergencies and establish systems and procedures to maximize the safety of our people, preservation of property, minimize danger, and enable us to restore normal service in these situations. The necessary degree of emergency preparedness will be ensured through training, emergency drills, worker qualifications, instructions, and procedures.

Scope

The policy applies to all workers, contractors, clients, visitors, and anyone else that enters our workplace.

Definitions

Emergency: a situation or the threat of an impending situation that abnormally affects the health, safety, and welfare of the workplace, which requires a controlled and coordinated response by the company. Causes of these emergencies can be natural or man-made. Some examples include:

- Bomb threats and suspicious packages
- Chemical/hazardous materials spills
- Civil disturbance
- Fires
- Gas leaks
- Threats of violence
- Medical emergencies
- Power failures
- Natural disasters
- External threats
- Confined space entrapment
- Pandemics

Roles and Responsibilities

- **Barrantes Group Living Inc** will ensure that an emergency response plan is developed and implemented based on the needs of our location and the applicable regulations. We will appoint and train supervisory personnel to carry out duties and emergency procedures, this includes maintaining an updated list of all workers on site. Barrantes Group Living Inc will ensure the necessary tests, inspections and maintenance of fire protection equipment are performed and documented as required by the Ontario Fire and Building Codes.
- **Supervisors/Managers** will be trained and appointed to provide governance of the plan. They are to ensure that all workers are trained, that documented emergency drills are conducted on an annual basis, and inspections of all regulatory requirements are in place and maintained.
- **Workers** are responsible for complying with the Act, Ontario Fire and Building Codes for emergency preparedness and response. Further position-specific roles and responsibilities are set out below:

Responsibility	Building Owners	Occupants and/or Employer
The information in the Emergency Response Plan is reviewed annually to ensure it is updated, current, and distributed to all workers, employers and/or occupants.	X	X
We will ensure that emergency exits, and all available escape routes are free from obstructions (inside and outside). This includes knowledge of emergency shut offs, electrical panels and gas shut offs.		X
Conduct and document emergency evacuation drills in accordance with legislation, incorporating emergency procedures appropriate to the building and ensuring active participation of all workers.	X	X
Appoint and train supervisory personnel to carry out duties and emergency procedures, this includes maintaining an updated list of all workers on site.	X	X
Maintain and post in a conspicuous location in the workplace a completed current Emergency Contact List .		X
Act as a liaison between Emergency Personnel and the Business.		X
Ensure the necessary tests, inspections and maintenance of fire protection equipment are performed and documented as required by the Ontario Fire and Building Codes.	X	

- The **JHSC** will ensure that workplace inspections are conducted monthly. They are to ensure we are made aware of any deficiencies identified, that corrective actions are implemented, documented recommendations are made, if needed, to ensure that all equipment is in compliance with all applicable regulations and codes.

Training and Communication

Barrantes Group Living Inc will provide training on emergency plans to all new workers during orientation. An emergency contact information list and evacuation map of the workplace that identifies emergency equipment (with muster point) will be posted in our workplace. We will establish a universal communication system (such as an alarm, email, text, etc.) capable of carrying out an immediate companywide evacuation in case of an emergency. At minimum, we will conduct emergency evacuation drills and review of the plan annually to determine the effectiveness of the plan.

Emergency Preparedness and Response Program

Barrantes Group Living Inc is committed to prepare for and address any emergency situation to adequately minimize harm to our people, property, and the business. Our emergency preparedness and response program follow the four phases of emergency management: Prevention, Preparedness, Response and Recovery.

Prevention

Emergency prevention is to eliminate or reduce the risks of emergencies to protect the health and safety of people, property, the environment, and reduce the economic impact of such a disaster on our business. Barrantes Group Living Inc's prevention strategies include monitoring the sources of the risk, conducting emergency risk assessments, assessing the impacts on our business, communication and information sharing with our workers, and following regulatory requirements.

Preparedness

Emergency preparedness is to be ready to respond to an emergency and manage its consequences through measures taken prior to an event occurring. We will be prepared through our processes of reporting (notification of any escalating event that has a potential to become an emergency), education and training, establishing roles and responsibilities, and conducting evacuation drills, walkthroughs, and other exercises.

Evacuation drills at Barrantes Group Living Inc are conducted at a minimum twice per year for fire drills.

Other types of drills will be conducted at the recommendation of the JHSC or the management team.

Response

Emergency response is to act during or immediately before or after an emergency to manage the consequences. We will do so by communicating with the appropriate internal and external parties, activating our evacuation or shelter-in-place, search, and rescue procedures, and ensuring emergency medical assistance is provided to minimize suffering and losses during these emergencies.

Recovery

Emergency recovery is to restore conditions to an acceptable level following an emergency. This includes ensuring the physical safety and psychological well-being of everyone impacted by the emergency. During this phase we will debrief on the situation, the outcomes and lessons learned. We will make every effort to learn from each event to prepare for and prevent a similar occurrence in the future.

Emergency Procedures

The following are guidelines to follow in case of each of these types of emergencies.

Detailed protocols will be developed by Barrantes Group Living Inc with consultation of the JHSC.

Fire	• Activate the workplace fire alarm/notification system. Call 911. • Remain calm and prepare to evacuate. • Use the stairways (never use elevators). • Exit from the building via the nearest exit (emergency exit floor plan). • Meet at the muster point. • Do not return to the building until a CLEAR announcement has been made.
Medical Emergencies	• Shout for help. Get the attention of others on the floor. Call for the first aid provider. • If you are a trained first aid provider, go to the location of the emergency to assist as needed. Call 911, if necessary.
Severe Weather	Earthquake or Tornado • Drop, cover, and hold on: drop to the floor, take cover under a sturdy desk or table, and firmly hold on. • Stay away from windows and glass. Do not stand in doorways. • Stay covered for 30 seconds after the occurrence. • Be cautious when leaving because of possible exposed electrical wires, broken glass, and unstable walls, ceiling, and fixtures. • Assist those who may be injured or trapped if safe to do so. • Do not exit the building unless told to do so. Floods or Overland Water • Protect all essential documentation and material by placing them on an elevated surface. If feasible, erect barriers to stop or reduce the flow of water. • Follow instructions from the voice communication system. • Do not cross heavy currents. • Do not use any electrical outlets or equipment. Avoid unprotected electric cables. • Do not use elevators.
Malicious Threats	Malicious threats include bomb threats or any other type of threat of any nature towards company personnel. Such threats must be immediately reported to a manager, who will evaluate the situation and act accordingly in coordination with the management team.
Workplace Violence	Reporting Procedures • Immediately report the incident to management using the Workplace Violence and Harassment Reporting Form. • If your manager or supervisor committed the incident, report it to a third-party using the Reporting Contact Form. • In the event of an emergency, call 911 as soon as it is safe to do so. • Notify management if a restraining order is in effect or if a non-work-related situation like domestic violence could result in violence in the workplace. In the Event of an Active Shooter • Find a safe place (shelter-in-place) and hide. • Silence your cell phone. • Call 911 when safe to do so. • Remain calm and follow instructions by law enforcement.

Each emergency occurrence will be formally reported using the **Emergency Incident Report Form** or the **Emergency Evacuation Procedure Form** and if necessary, investigated in line with applicable procedures.

Fire Safety Policy

Policy Statement

Barrantes Group Living Inc is committed to controlling the causes of fire, preventing loss of life and property by fire, and will comply with all applicable laws, regulations, codes, and best practices pertaining to both fire prevention and safety. Fire safety in the workplace is everyone's responsibility.

We will ensure that management, workers, fire wardens, and the JHSC work together to address fire hazards.

Scope

This policy applies to all our workers, contractors, and anyone else that enters our workplace.

Roles and Responsibilities

- **Barrantes Group Living Inc** will provide resources and training to its workers to encourage fire prevention and the safest possible response in case of a fire. We will ensure that fire prevention equipment is maintained according to manufacturer's specifications and in compliance with the Ontario *Fire Code* and *Building Code*. Only properly trained, competent personnel may perform maintenance work on these devices.
- **Supervisors/Managers** will be instructed on their roles for fire safety. They will be responsible for ensuring that workers receive appropriate documented fire safety training and for enforcing fire prevention, suppression, and protection controls.
- **Fire Wardens** will be appointed from the supervisory/management personnel for this role and have specific duties under the Fire Safety Plan. These duties include maintaining an updated list of all workers, reporting hazards, reviewing the plan for compliance and as a liaison with emergency personnel. They are responsible for the facilitation of an evacuation during a fire drill or other emergencies.
- **Workers** will review the fire safety plan training as included in their new hire safety orientation and will continue throughout their employment. They will conduct their jobs and tasks safely to limit the risk of fire; report potential fire hazards to their supervisors and follow fire emergency procedures.
- The **JHSC**, in partnership with Barrantes Group Living Inc, will work to ensure that workers are properly trained on the fire safety plan, conduct inspections to ensure the fire safety equipment complies to the applicable regulations and codes. They also will work with management and workers to conduct investigations into incidents that may occur and provide input into corrective actions.

Training and Communication

Barrantes Group Living Inc will provide training and education to all workers on fire hazards that are present in the workplace, the control measures in place and the response in the event of a fire. Specifically, instruction will be provided on what to do upon discovery of a fire, what to do upon hearing a fire alarm, and how to prevent or minimize fire hazards in the workplace.

Fire Safety Plan

The safety measures and procedures listed below are to be adhered to for all Barrantes Group Living Inc workers and contractors, and anyone else present in the workplace.

Safety Measures

Storage

- Never block fire exit doors (clear path both inside and out).
- Materials should be stored where they will not obstruct the fire suppression sprinkler heads (clearance of 18 in.), fire extinguishers, hoses, cabinets.

Combustible Materials

- Combustible materials (cardboard, paper, and wood) should never be allowed to accumulate.
- They must be stored 3ft. (0.9 m) away from electrical or heating equipment.

Flammable Material

- Prevent unsafe use, storage, dispensing, or disposal of flammable materials can be a prime source of a fire.
- Safe clearance from light fixtures, heaters and flaming producing devices.

Smoking

- Do not discard smoking materials into waste receptacles or landscaping, as it can start a fire.
- Utilize approved waste containers for the disposal of smoking materials properly.

Electrical

- All electrical equipment must be CSA and/or ULC approved (labelled) and in conformance with the electrical code.
- Electrical panels must have appropriately sized fuses or breakers.
- Avoid overloading circuits, using damaged wires, and using defective switches and outlets that can all lead to electrical fires.

Safety Procedures

Operating A Fire Extinguisher

(Workers should never fight a fire unless they have been trained. If trained, only use the fire extinguisher in the early stages of a fire and/or to clear an exit path).

To operate a Fire Extinguisher, use the **PASS** method:

- **PULL** the pin (throw away). Twist the pin to break the seal and pull.
- **AIM** at the base of the small fire (make sure the nozzle is pointed at the base
- **SQUEEZE** the lever fully (press the top lever down) to expel the agent.
- **SWEEP** at the base of the fire until it is extinguished or until the extinguisher is empty.

When A Fire Is Discovered

- Activate the workplace fire alarm/notification system. Call 911.
- Remain calm and prepare to evacuate.
- Use the stairways (never use elevators)
- Exit from the building via the nearest exit (emergency exit floor plan).
- Meet at the muster point.
- Do not return to the building until a CLEAR announcement has been made.

When The Fire Alarm Sounds

- Before opening any door, feel the door for heat. If hot, use another exit.
- Exit from the building via the nearest exit (emergency exit floor plan).
- Meet at the muster point.
- Do not return to the building until a CLEAR announcement has been made.

If Trapped When Fire Alarm Sounds

- Return to your location and close the door.
- Seal off cracks/openings through which smoke may enter.
- If water is available, dampen a cloth and breathe through it to filter out smoke and gases.
- Call 911 and alert them of your location.
- Wait to be rescued and remain calm.

First Aid Policy

Policy Statement

Barrantes Group Living Inc commits to providing first aid equipment, services and supplies as appropriate for the needs of our business. We will maintain the minimum number of certified first aiders and first aid supplies based on the applicable worker count in our workplace. We will ensure that our commitment to providing first aid equipment, services and supplies are met.

Scope

The policy applies to all our workers and contractors, and all those that enter our workplace.

Roles and Responsibilities

- **Barrantes Group Living Inc** will ensure that written instructions are developed and implemented to address requirements for summoning first aid, as well as treating, and transporting injured workers. When required, we will submit the necessary reports to the Workers Safety Insurance Board. We will ensure that first aid certified workers have sufficient time to assess, treat, document, and follow up on injured workers.
- **Supervisors/Managers** will instruct all workers on written first aid procedures and assign responsibility to monitor and ensure first aiders maintain current first aid certification.
- The **JHSC** will inspect the first aid box during their monthly inspection and maintain first aid supplies. This worker representative will record the date of the most recent inspection of the first aid box and include their signature.
- **All workers** must report injuries, occupational illnesses, and incidents to their immediate supervisor/manager.
- **Certified first aiders** will assess every to determine their own safety, provide treatment, comfort, and reassurance to the injured, and arrange for help if needed (e.g., calling 911).

Training and Communication

We will keep a copy of the WSIB 'In Case of Injury' Poster posted in a location visible to all our workers. This poster details the necessity of reporting all accidents and receiving first aid treatment. We will also display the valid first aid certificates of qualification of the trained workers on duty on our H&S Board. First aiders will be trained and hold a valid Emergency First Aid Certificate or its equivalent.

First Aid Program

First Aid Station

Barrantes Group Living Inc's first aid box will be always maintained in good condition and will be large enough so that each item is in plain view and easily accessible. We will take on any expense of furnishing and maintaining our first aid supplies. Our first aid station will consist of a first aid box containing the items set out according to the appropriate worker count.

Barrantes Group Living Inc will ensure that our first aid station is at, all times, in the charge of a certified first aider and who works in the immediate vicinity of the first aid station.

Certified First Aiders

- To be a certified first aider, appropriate training is needed. We will ensure that our first aiders are:
 - The holders of a valid Emergency First Aid Certificate issued by a training agency recognized by the WSIB when we employ 5 or fewer workers.
 - The holders of a valid Standard First Aid Certificate issued by a training agency recognized by the WSIB when we employ more than 5 workers.
- In the event that a worker needs first aid treatment, the *First Aid Injury Reporting Form* will be used.
- In these cases, a **Designated Person** will be assigned who is trained in first aid, will stay with the injured person until help arrives, will inform medical personnel of first aid treatment given, and will keep records of first aid provided.

First Aid Records

We will maintain a record of all injuries and exposures to contaminants that are reported or treated for in our workplace for a minimum of 3 years.

Privacy Of First Aid Records

The designated person will keep the first aid records to respect worker privacy. The first aid records must be kept private and should not identify the worker. Apart from designated person, no person other than the worker should have access to their first aid records.

The only exceptions to the privacy and security of these records will be if:

- An officer of the WSIB requires the production of the first aid records for purposes of inspection.
- The first aid records do not identify the worker; or
- The worker has given written consent to disclose their first aid records.

First Aid Inspections

Barrantes Group Living Inc will ensure that its first aid boxes and their contents are checked regularly, but no less than four (4) times a year, to ensure that they are in good working order.

Opioid Harm Reduction and Naloxone Policy

Policy Statement

While opioids can be a medically effective part of pain management, opioid addiction and overdose are significant challenges for workplaces. Barrantes Group Living Inc is committed to the health, safety, and wellbeing of its workers by addressing concerns associated with opioid overdose and providing naloxone at workplaces.

Scope

This policy applies to all workers of our workplace.

Definitions

Opioids: Drugs that are used for pain management for medically supervised patients prescribed by a medical practitioner. However, opioids are also used recreationally.

Naloxone: A drug used to temporarily reverse the effects of an opioid overdose. It is available in both intramuscular (injectable) and intranasal (nasal spray) forms.

Roles and Responsibilities

- **Barrantes Group Living Inc** will meet regulatory requirements for providing a safe workplace by providing appropriate Naloxone kits and associated training for its use. We will conduct a risk assessment to determine requirement of Naloxone kit. We will provide assistance to workers when required and inform workers of the risk of impairment. We will maintain the confidentiality of the individuals concerned, except where disclosure is necessary for the purposes of investigating the situation or taking disciplinary measures in relation to the incident if discipline is being imposed.
- **Supervisors/managers** will ensure all workers receive training on recognizing signs and symptoms of substance use, appropriate responses, treating impairment as a work site hazard, and putting in appropriate control measures in place. Managers will document any incidents of substance abuse.
- **Workers** will take responsibility for their own as well as others safety by ensuring that they do not report to work or engage in any work while impaired by opioids (including cannabis). They will disclose any problems they are experiencing with opioids dependency to their supervisor or manager.
- **JHSC** will provide assistance in conducting risk assessment to determine requirement of Naloxone kit.

Training and Communication

The names and workplace locations of the workers who are in charge of the naloxone kit in the workplace, and who have received the training referred to in subsection 25.2 (3) of the Act, shall be posted in a conspicuous place in the vicinity of the kit where their information is most likely to come to the attention of other workers.

Opioid Harm Reduction and Naloxone Program

Early Signs Of An Opioid Overdose Include:

- Not responsive.
- Severe sleepiness.
- Slow heartbeat.
- Troubled or slowed breathing.
- Trouble walking or talking.
- Skin looks pale or blue, feels cold.
- Pupils are pinned, or eyes rolled back.
- Vomiting.

Signs of Potential Impairment

Physical	Mental	Performance
• Rapid shift in physical appearance (hygiene, weight loss or gain) • Tremors • Unsteady gait, loss in manual dexterity, working in an unsafe manner. • Odour of alcohol or other drugs • Decreased motor coordination and sensory perception, slower reaction time	• Inappropriate verbal or emotional responses or behaviours • Personality changes, mood changes, Irritability • Memory loss • Unusual isolation from colleagues • Lack of concentration, confusion, forgetfulness • Lying	• Calls in sick frequently. • Unexplained tardiness, early departure, extended breaks • Errors in judgement • Deterioration in performance and quality of work

Remember – these are signs and symptoms that can be caused by more than one situation. Avoid jumping to conclusions about WHY someone is acting differently.

Naloxone Kits

Based on a risk assessment in the workplace to determine the risk of a worker opioid overdose, Barrantes Group Living Inc will determine whether Naloxone kits are required or not. Once the risk has been determined, and if there is a risk, Barrantes Group Living Inc will provide a Naloxone Kit in the workplace along with the appropriate training.

The kit must be kept in the vicinity of a worker who has received the required training and at any time workers are present in the workplace. The Naloxone Kit must be stored at room temperature (15°C to 25°C), kept in the protective case until ready for use, and protected from light.

As a reasonable precaution in the protection of workers, if multiple workers are at risk of having an opioid overdose or if the work location is large enough, then multiple kits are required to be stationed in strategic locations to ensure that the Naloxone is administered quickly.

The names and workplace locations of workers who are in charge of the naloxone kit and have received training will be posted in a conspicuous location closest to the kits.

Workplace Hazardous Material Information System (WHMIS) Policy

Policy Statement

Barrantes Group Living Inc is committed to providing a safe environment for workers who work with or around hazardous materials. We will take every reasonable precaution to ensure that materials described as “hazardous products” or suspected to have a potentially harmful effect on our workers’ safety or health are identified, and everyone in the workplace be made aware of these hazards and trained on how to handle them safely.

Scope

This policy covers all workers, contractors and those that enter our workplace when hazardous products are present within the workplace.

Definitions

- **Safety Data Sheet (SDS):** summary documents that provide information about the hazards of a product and advice about safety precautions.
- **Workplace Hazardous Materials Information System (WHMIS):** a comprehensive system for providing health and safety information on hazardous products intended for use, handling, or storage in Canadian and international workplaces.

Roles and Responsibilities

- For hazardous products identified and present in our workplace, **Barrantes Group Living Inc** will ensure that our workers are trained and educated on the potential health and safety hazards while using, storing, handling, and disposing of hazardous products. Our goal is preventing chemical related accidents, incidents, injuries, and illnesses in the workplace when workers are exposed to hazardous products in the course of their work.
- **Supervisors/Managers** are responsible for assuring that workers receive WHMIS 2015 training upon hire and throughout their employment as needed on the hazardous products within our workplace. They will ensure that workplace labels are produced, Safety Data Sheets are current, and a review is done prior to a worker working with or near a hazardous product.
- **Workers** will complete WHMIS 2015 training upon hire and throughout their employment when hazardous products are present and when warranted. They will adhere to safe work practices and protocols, as trained, when working with hazardous products. Our workers are expected to review Safety Data Sheets prior to contact with the product and to report any concerns to their supervisors/managers.

Training and Communication

All workers will be trained in all aspects of WHMIS 2015 and specifically on hazardous products that are present in our workplace. We will ensure that workers and contractors are aware of the risks associated with these products through the proper communication channels.

Drugs and Alcohol Policy

Policy Statement

Barrantes Group Living Inc prohibits workers from reporting to work and engaging in work while impaired by recreational drugs, alcohol, or other substances which may cause impairment. The use, possession, transfer, or sale of any illegal substance on or around our premises is strictly prohibited.

Scope

All workers, contractors, visitors, or other individuals working on company property or assignment must comply with this Policy. Anyone found or suspected to be in violation of this requirement will be dealt with through the appropriate measures. They may be denied access to the workplace or work assignments until the completion of an investigation.

Definitions

“Impairment” or “being impaired” means that a worker’s normal physical or mental abilities, or faculties, while at work have been detrimentally affected by the use of substances (legal or illegal, including cannabis) as determined by Barrantes Group Living Inc in its sole discretion. Without limiting the generality of the foregoing, “impairment” includes the inability to perform work duties safely, competently, or efficiently.

Roles and Responsibilities

- **Barrantes Group Living Inc** will meet regulatory requirements for providing a safe workplace. We will provide understandable and predictable responses to breaches of this policy. We will provide assistance to employees when required and inform employees of the risk of impairment. We will maintain the confidentiality of the individuals concerned; except where disclosure is necessary for the purposes of investigating the situation or taking disciplinary measures in relation to the incident if discipline is being imposed.
- **Management/Supervisors** will ensure all employees receive documented training on the Drug and Alcohol Policy with an emphasis on recognizing signs and symptoms of substance use, appropriate responses to treat impairment as a work site hazard and putting in appropriate control measures in place. Managers will document any incidents of substance abuse.
- **Workers** will take responsibility for their, as well as others, safety by ensuring that they do not report to work or engage in any work while being impaired. They will disclose any problems they are experiencing with an alcohol or drug dependency to their supervisor or manager.

Application

Any worker who reports for work impaired will not be allowed to work and any worker who is found to be impaired while working will not be allowed to continue working.

If, in the opinion of management, the worker is considered impaired, the worker will be sent home by taxi or another safe means of transportation. An impaired worker will not be allowed to drive under any circumstances.

Subject to any overriding obligations at law (such as a duty to accommodate a disability), any worker who violates this policy by either reporting to work impaired, becoming impaired at work or working while impaired is guilty of serious workplace misconduct and can be subject to severe disciplinary action including immediate dismissal for cause.

Training

Applicable training shall be provided to managers, supervisors and employees to effectively identify workplace impairment, reporting impairment concerns, and managing workplace impairment risks.

Accommodation

If any worker requires accommodation due to a disability (such as substance abuse issues) or as a result of being prescribed medically required drugs (including opioids and cannabis), the worker should immediately report their condition to management in confidence. Barrantes Group Living Inc recognizes that an addiction to drugs, alcohol, or other illegal substances can qualify as a “disability” for the purposes of human rights legislation and will accommodate any disability up to the point of undue hardship.

Cell Phone and Other Devices Policy

Policy Statement

Cell phones and other electronic devices usage continue to increase at a rapid pace and are becoming a serious concern in the workplace. Studies have found that the brain functions required to have a conversation are the same ones required to perform tasks such as driving, the resulting inattention or lack of focus on the task while on the phone is leading to accidents. Distracting music can also interfere with a worker's concentration or ability to hear what is happening around them.

Rules

As such, to protect the health and safety of workers and the public, Barrantes Group Living Inc has instituted the following rules regarding use of electronic devices in the workplace:

1. Workers must turn off cell phones while working except in those instances where the cell phone forms part of a defined "work alone" procedure or part of a defined communications procedure. Cell phones may be turned on and used in designated areas during work breaks.
2. Where cell phones are being used instead of radios as part of a safe work communication procedure, they are permitted if the use is restricted to that defined by the procedure.
3. A supervisor may use a cell phone on the work site if use is restricted to safe locations on the work site and the supervisor is not performing another construction work task at the same time. If possible, avoid walking in active construction work areas while talking.
4. Cell phones (personal or Company) must not be used at any time for illegal, illicit, or offensive purposes on the work site or while driving during business hours.
5. Cell phones or 2-way radios may be used while driving to report an accident, car trouble, unsafe drivers, or if imminent danger. For all other conversations, workers are asked to do one or more of the following:
 1. Find a safe place to pull off the road and park before making or answering a phone call.
 2. Let your messaging system answer the call and return calls after you have reached your destination or pulled off the road in a safe place.
 3. Use a "hands-free" phone in limited situations and not for prolonged conversations: and
 4. Never dial your phone while driving- use one-touch or speed dialing. Do not take your eyes off the road.
6. Workers using cell phones for company business after regular business hours are expected to comply with this policy.
7. Cell phones may be permitted and included as part of a written "work alone" procedure scheduled breaks unless there is an emergency (e.g., to report and accident, imminent danger).
8. Use of a cell phone while refueling is prohibited.

Failure to comply with this policy will result in disciplinary action which may include one or more of the following: ban on use of cell phone (site or worker), restricted, or prohibited use of company cell phones, dismissal if phone use puts the worker or others at extreme risk or worker has repeatedly failed to follow company rules which may include infractions of other company rules.

Communicable Disease Policy

Policy Statement

Communicable diseases are illnesses caused by viruses or bacteria that people spread to one another through contact with contaminated surfaces, bodily fluids, blood products, insect bites, or through the air. Barrantes Group Living Inc is committed to the health, safety, and well-being of its workers and other individuals who enter the workplace. We will provide guidance for safe operations regarding communicable disease by educating on the symptoms, infection prevention and control, and compliance with hygiene guidelines.

Scope

This policy applies to all workplace parties who may be at risk of communicable diseases that may circulate in the workplace which may include but are not limited to: COVID-19, Seasonal Influenza, Measles, Hepatitis A or B, and RSV (Respiratory syncytial virus causing mild, cold-like symptoms).

Roles and Responsibilities

Barrantes Group Living Inc

- Conduct a hazard assessment to evaluate the risk associated with communicable diseases and biological agents. Implement control measures to mitigate the risk associated with communicable diseases.
- Ensure appropriate ventilation of the workplace and the HVAC system is in good working order.
- Encourage good hygiene practices in the workplace.
- Require workers to immediately inform their supervisors or managers if they, or someone they have been in close contact with, has tested positive for an identified communicable disease by public health agencies, or has been directed to quarantine by public health officials.
- Provide training to all workplace parties on the reporting procedures of communicable diseases.

Supervisors and Managers

- Monitor the workers for possible signs of communicable diseases.
- Request that any persons who exhibit symptoms of a communicable disease leaves the workplace and seek appropriate medical attention. Protect the privacy of any worker who may have to leave the workplace due to a communicable disease related symptom or diagnosis.
- If determined by the hazard assessment, ensure workers use appropriate PPE as required.
- Advise workers of any existing or potential risks of exposure and control measures in place.

Workers

- Become familiar with the symptoms of communicable diseases. Use appropriate PPE when required.
- Inform supervisors/ managers if diagnosed with or are exhibiting symptoms of any communicable disease.
- Follow any public health recommendation regarding quarantining and self-isolation in relation to communicable diseases. Practice good hygiene.

Joint Health and Safety Committee

- Conduct workplace inspections and investigations.
- Make recommendations for the improvement of the implemented control measures.

Communicable Disease Program

Symptomatic Or Exposed Workers

- Workers who develop symptoms of communicable diseases, who receive a positive test result for a communicable disease, who are living with individuals who are confirmed to have a communicable disease, or who are at a high risk of exposure must inform Barrantes Group Living Inc of these facts immediately.
- Subject to public health directions, Barrantes Group Living Inc may require such workers to remain at home and away from the workplace.
- Workers experiencing symptoms will be sent home or asked not to come into work to recover for the prescribed self-isolation period or until their symptoms have been improving for 24 hours consecutively.
- If Barrantes Group Living Inc determines in its sole opinion that it is not possible/ practical for the worker to work from home, the worker will be placed on a related leave of absence in accordance with the applicable employment standards legislation.
- If applicable, ensure the worker's workstation and/or the workplace/tools that they were using as part of their job are cleaned prior to anyone else using them (if they haven't yet been cleaned as part of the workplace's cleaning and disinfecting protocols).
- Any worker who fails to disclose facts relevant to an assessment of their risk as outlined above may be subject to discipline; up to and including termination of employment.

Emergency & Public Health Orders

Barrantes Group Living Inc will comply with all emergency orders and any applicable restart plans made by the government or public health officials in respect to measures designed to prevent the transmission of communicable diseases in the workplace; as well as in respect of any business closures ordered by the government or public health officials.

Barrantes Group Living Inc will observe all public health orders/OHS guidelines and be prepared to implement or maintain additional measures at times when the risk of communicable disease in their region or workplace is elevated, as advised and directed by public health on Barrantes Group Living Inc premises.

Workers who are subject to any emergency or public health order including any order to quarantine or self-isolate because of recently returning from international or interprovincial travel; or having close contact with any individual(s) confirmed or suspected to have a communicable disease, must comply with any such order and must immediately inform Barrantes Group Living Inc that they are subject to such order.

Hazard Assessments

Employers will conduct hazard assessments for communicable disease in their workplace, and work towards the implementation of control measures to eliminate or minimize the risk of transmission. Employers will also educate and train workers about the transmission risks in the workplace and the protocols implemented to mitigate them.

Communication Plan

Management will ensure regular communication with workers informing them of hazards and appropriate control measures will be done with most effective communication channel.

Contractor Management Policy

Policy Statement

Barrantes Group Living Inc is committed to protecting our property, workers and all those enter our workplaces by taking the necessary steps against any harm during a service contract and projects.

Scope

This policy applies where Barrantes Group Living Inc contracts for the performance of work or services (non-construction) and/or where we contract an independent contractor/constructor to undertake a project (construction/renovation).

Definition Of Contractor Service Arrangements:

Maintenance & Service Work

1. Includes services provided under the service contract, as determined by the terms and conditions of the agreement. These may include electrical, custodial, security, heating, ventilation, air conditioning, landscaping, land surveying, environmental assessments, and inspections, and
2. Services provided on an “ad hoc” basis, such as plumbers, appliance repair persons, or general handypersons, who are employed periodically for short-term assignments.

Construction Projects

Includes project general contractors, such as construction companies, where they are employed to carry out a project and where the final completion of the project is determined by Barrantes Group Living Inc.

Roles and Responsibilities

Barrantes Group Living Inc Is responsible for:

- Ensuring that the conditions of this policy are carried out with respect to contracted work performed under their authority or control (including work completed under their direction for all sites/locations).
- Ensuring copies of the completed forms pertaining to the Contractor Management program in the contractor’s file for future reference.
- Taking appropriate action for any default or noncompliance with the requirements of the Contractor Management Program. Barrantes Group Living Inc reserves the right to disqualify a contractor based on past performance.

Supervisors/Managers are responsible for:

- Ensure that the performance of any contracted work complies with the conditions of this Policy and the Contractor Management program.
- Ensure that contract personnel (non-construction) are aware of the conditions of this policy and that a pre-commencement meeting is completed prior to the start of work.
- Monitor contractor performance and report any performance issues and concerns.

Workers

- Report any activities to a supervisor/manager that are in contravention of this policy by a service contract provider and/or contractor for construction purposes.

Contractors

In an agreement with Barrantes Group Living Inc will comply with the conditions of this Policy and will ensure that their workers are trained and competent.

Electrical Safety Policy

Policy Statement

Barrantes Group Living Inc recognizes that workers are exposed to electrical energy during the performance of their daily duties. We recognize the potential for serious injuries, property damage and our operations being affected by the misuse of electrical equipment within our workplace. This policy addresses the safe use of commonly used electrical equipment/supplies/devices, safe procedures in dealing with high-risk electrical work, and work completed by qualified and non-qualified workers exposed to electricity as part of their job.

Scope

This policy applies to anyone within our workplaces such as workers, contractors, volunteers, and visitors who may be exposed to potential electrical hazards.

Roles and Responsibilities

- **Barrantes Group Living Inc** will ensure workers receive instruction on how to recognize and avoid electrical hazards. We will ensure that all equipment (new and used) in our workplace is suitable for use and certified by the Canadian Standards Association (CSA), or the Electrical Safety Authority (ESA). Tasks within our workplace involving high electrical risks, will be conducted by a person that holds a valid certification of qualification as an Electrician.
- **Supervisors/Managers** ensure that workers are provided with electrical safety awareness training through safe work practices and how to avoid electrical hazards. They will be responsible for periodic inspections on electrical equipment in use and ensure that workers are adhering to this policy.
- **Workers** are to follow safe work practices and must not use or operate any electrical equipment/machine/device or conduct work in a manner that endangers themselves or other workers. They are to visually inspect electrical equipment, tools and cords before use and immediately report all electrical safety hazards to their supervisor. Where applicable, workers are required to wear the appropriate PPE when working with or around electrical equipment.

Training and Communication

Barrantes Group Living Inc will ensure that no worker shall connect, maintain, or modify electrical equipment or complete installations unless they hold a certification of qualification in the trade of Electrician issued under *Reg. 570/05: Licensing of Electrical Contractors and Master Electricians*. Workers that are unqualified, will receive general safety awareness training that includes the hazards associated with electrical equipment, working around or with electrical tools or equipment, electrical safety work procedures (lockout/tagout) for doing de-energized work and how to properly inspect and use the appropriate PPE when working with electricity.

Environmental Tobacco Smoke & E-Cigarette Vapour Policy

Policy Statement

Barrantes Group Living Inc aims to control the exposure of workers to environmental tobacco smoke and e-cigarette vapour at a workplace prohibiting smoking/holding tobacco or using/holding an e-cigarette.

Scope

All workers, contractors, visitors, or other individuals working on company property or assignment must comply with this policy. This policy is applicable to tobacco in any processed or unprocessed form but not to products intended for use in nicotine replacement therapy, cannabis, vapour products, and prescribed products and substances.

Definitions

Enclosed workplace means,

The inside of any place, building or structure or vehicle or conveyance, or a part of any of them,

- that is covered by a roof,
- that employees work in or frequent during the course of their employment whether or not they are acting in the course of their employment at the time, and
- that is not primarily a private dwelling, or

a prescribed place.

Roles and Responsibilities

Barrantes Group Living Inc

- Ensure workers are aware of our restricted tobacco smoking or vapour policy at the workplace.
- Post “No Smoking” and “No Vaping” signs, or a dual “No Smoking and No Vaping” sign at entrances, exits and washrooms of the workplace, in appropriate locations and in sufficient numbers, to ensure that employees are aware that smoking and vaping is not allowed.
- Ensure that no ashtrays or similar equipment remain in the enclosed workplace or place or area, other than a vehicle in which the manufacturer has installed an ashtray.
- Ensure that someone who refuses to comply with smoking and vaping laws does not remain in the place. Workers in noncompliance are subject to disciplinary actions.

Supervisors/Managers

- Inform employees of the risk of smoking or vaping.
- Assist workers when required through support programs maintaining the confidentiality of the individuals concerned except where disclosure is necessary for the purposes of investigating the situation or taking disciplinary measures in relation to the incident if discipline is being imposed.
- Enforce the policy in the workplace.

Workers

- Adhere to this policy and take responsibility for their, as well as others, safety by ensuring that they do not engage in any smoking or vaping activity restricted by Barrantes Group Living Inc.
- Disclose any problems they are experiencing with smoking habit to their supervisor or manager.

Communication

All workers, contractors/subcontractors, and visitors will be made aware of site-specific requirement during orientation to ensure both the policy and work site-specific implementation requirements (e.g., location of designated smoking areas, no smoking areas) are clearly understood.

On initial implementation of this policy, all personnel will be informed by management of the policy and how it specifically impacts them at their workplace.

Smoking of tobacco, smokeless (or spit) tobacco, the use of electronic cigarettes (e-cigarettes) to vape any substance, and the smoking of cannabis (medical or recreational) are not permitted in enclosed workspace as per applicable legislation and regulations.

Restricted Tobacco Smoking or E-Cigarette Workplace Rules

- Smoking and smokeless (or spit) tobacco is prohibited within all company buildings, trailers, vehicles, and equipment.
- Outside, smoking will only be permitted in designated smoking areas. The company will determine designated smoking areas in accordance with this policy and in compliance with applicable authorized local regulations.
- If there is no designated smoking area associated with a building or structure, where permitted, all smokers are required to be distanced from doorways and air intakes to prevent others from being exposed to second-hand smoke when entering and exiting the building as per the authorized local regulations.
- Workers are permitted to smoke only on their regular breaks in designated locations.
- All materials used for smoking or tobacco use, including cigarettes, E-Cigarette, cigar butts and matches, must be extinguished and/or disposed of in provided containers. Supervisors must ensure designated smoking areas are kept clean.

Food Handling Policy

Policy Statement

Barrantes Group Living Inc is dedicated to ensuring the highest standards of food safety and hygiene in all aspects of our operations. We are committed towards the wellbeing of our workers and customers by promoting hygienic food handling to eliminate or reduce the incidence of foodborne illness and prevent food adulteration.

Scope

This policy applies to all workers and anyone else entering our workplace.

Definition

Food handler: Person who is employed in a food premise and handles or encounters any utensil or with food during its preparation, processing, packaging, service, storage, or transportation.

Food service premise: Premise where meals or meal portions are prepared for immediate consumption or sold or served in a form that will permit immediate consumption on the premises or elsewhere.

Roles and Responsibilities

- **Barrantes Group Living Inc** will develop and implement food safety plan. We will ensure that workers are adequately trained and keep records of the training. We will advise all workers of known or foreseeable hazards to health and safety in the area where the worker is handling food.
- **Supervisors/Managers** will be trained so that they are competent to supervise workers. Report to the employer concerns about unsafe/harmful work that exists or has existed.
- **Workers** will follow all safe and hygienic food handling practices and report workplace hazards to management immediately.
- The **JHSC** is responsible for actively identifying potential health and safety hazards, working closely with Barrantes Group Living Inc to implement solutions and ensure continuous improvement in food handling safety.

Training

Barrantes Group Living Inc will ensure Food Handler Certification training of workers required under the *Ontario Food Premises Regulation* (section 32) under the *Ontario Health Protection and Promotion Act*. At least one worker with Handler Certification training will be present on the premises during all hours of operation. It is recommended to certify every staff member who handles food.

Valid certification must be displayed in a conspicuous location. The Food Safety Certification requires renewal every five years. Employers must keep records of all worker training. The information will be listed on the **Training/Certification Record Form**.

Food Handling Program

Food Safety Plan

HACCP (Hazardous Analysis Critical Control Points) Method is followed to develop a **Food Safety Plan**. The system recognizes hazardous food, identifies the greatest risk factors, and makes the necessary changes to reduce or eliminate the risk. The **Food Safety Plan** must include the following steps:

- **Worker Hygiene and Training**- In the food preparation area wear separate clean clothes, do not wear jewelry (watches, earrings, etc.), keep long hair tied back and wear a hat or hairnet.
- **Purchase, Delivery and Storage**- Food must be purchased from an approved source. Delivery trucks must be clean and used only for delivering food. All perishables are placed into coolers or freezers as soon as they arrive. All foods stored in the freezer, refrigeration unit or dry storage should be arranged using the first in, first out (FIFO) rule. All packaging materials must be in good condition, clean and have no broken/damaged wrapping. The date codes for all food items must not have expired.

Control of Food Hazards

- **Refrigerator and Freezer Control** – Refrigerator and Freezer temperatures must be at $< 4^{\circ}\text{C}$ and at -18°C respectively.
- **Thawing** –Potentially hazardous foods must NOT be thawed at room temperature. Meat, poultry, and seafood must be thoroughly thawed before cooking.
- **Cooking** –Food must be cooked thoroughly to kill food poisoning bacteria.
- **Cooling** –Foods must be cooled quickly after cooking and stored in the cooler.
- **Hot Holding Procedures** – High risk foods must be kept above 60°C . Check hot holding equipment to ensure it is working properly. In buffet service, ensure utensils are provided for each dish.
- **Reheating** –Food must be reheated safely in a microwave to at least 74°C .
- **Cross Contamination** – Avoid Microbial, physical, or chemical contamination.
- **Food Allergies** – Ensure a copy of the ingredients in all menu items is available and accessible. If a customer asks that a menu item be prepared without a certain food, ensure that work surfaces and utensils are cleaned and sanitized thoroughly.

Sanitation

- **High Priority Cleaning** –Wash and sanitize all surfaces touched often. Refrigerators and coolers must be washed and sanitized regularly. Equipment with moving parts must be cleaned. All surfaces must be washed between uses, especially between raw and cooked food preparation.
- **Develop a Sanitation Schedule**
- **Develop a manual dishwashing process.**
- **Mechanical Dishwashing** – requires maintenance, cleaning, and monitoring to ensure it works properly. Follow manufacturer's specifications.
- **Pest Control** –Outside area must be clean and free from weeds and shrubs. Outside garbage bins must be tight fitting and easy to clean. Check for signs of pests. Contract a pest control company. Ensure pest control bait/chemicals and sprays never contact food, packaging, or surfaces.

Mental Health and Well Being Policy

Policy Statement

Barrantes Group Living Inc intends to establish, promote, and maintain a psychologically healthy and safe workplace environment. Barrantes Group Living Inc is committed to creating a workplace culture where workers can discuss mental health concerns or report difficulties without fear of discrimination or reprisal.

Scope

Mental health problems and stress can affect anyone, regardless of their position in Barrantes Group Living Inc. This requirement is relevant to all workers and everyone at the workplace that will be contributing towards mental health support.

Definition

Psychologically healthy and safe workplace – a workplace that promotes workers' psychological well-being and actively works to prevent harm to worker psychological health, including negligent, reckless, or intentionally harmful ways.

Mental Health In The Workplace

There are many factors that affect the mental health and well-being of workers in the workplace. To promote the creation of a healthy work environment for workers, Barrantes Group Living Inc will do the following:

1. Set realistic worker performance expectations and targets.
2. Ensure all workers have clearly defined job descriptions, objectives, and responsibilities while providing them with support, appropriate training, and adequate resources to do their job.
3. Manage conflict between workers to ensure the workplace is free from bullying, harassment, and discrimination.
4. Provide proactive support to individual workers who experience mental health issues.
5. Maintain confidentiality about an individual worker's concerns and mental health issues; and
6. Identify all workplace stressors and conduct hazard assessments to eliminate/ control the risks from stress.

Roles and Responsibilities

- **Barrantes Group Living Inc** will ensure that all workers are aware of the process for seeking assistance for mental health issues. We will inform workers on how to report workplace violence/harassment issues to management and/or Human Resources. We will support and promote the mental well-being of all the workers. Implementation and review of the effectiveness of this requirement will be done by Barrantes Group Living Inc.
- **Management/Supervisors** will ensure workers are fully trained to perform their job duties and are provided with professional development opportunities, if possible. Supervisors will continuously monitor workloads, overtime requirements, and vacation schedules. Management will actively investigate worker disputes and workplace violence/harassment incidents. They will provide reasonable accommodation and support return to work initiatives.
- **Workers** will raise issues or concerns to management or the HR/health and safety team. Workers will support fellow co-workers in the awareness of this Policy and contribute to a psychologically healthy and safe work environment.
- The **JHSC** will provide consultation on any changes to work practices or work design that could precipitate stress. The JHSC will assist in identifying stressors and assessment process.

Musculoskeletal Disorder (MSD) Policy

Policy Statement

Barrantes Group Living Inc is committed to preventing musculoskeletal disorder (MSD) injuries and hazards causing the disorder in correlation with work conditions and job demands.

Scope

This policy is applicable to all workers and managers who may be exposed to the possibility of MSD.

Definitions

Musculoskeletal Disorders (MSD)- An injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels, or related soft tissue that may be caused or aggravated by work. MSD are also known as:

- *Musculoskeletal Injury (MSK or, MSI)*
- *Repetitive Strain Injury (RSI)*
- *Cumulative Trauma Disorder (CTD)*
- *Work-related Musculoskeletal Disorder (WMSD)*
- *Occupational Overuse Syndrome (OOS)*

Ergonomics - The scientific study of the relationship between people and their working equipment with a view to improving safety, ease of action and efficiency.

Roles and Responsibilities

- **Barrantes Group Living Inc** will develop, implement, and monitor MSD Prevention program. We will ensure that workers are adequately trained in ergonomics and material lifting/handling. Manual review will provide, where practicable, appropriate equipment for heavy or awkward loads. We will incorporate ergonomic principles for planning work process changes. Investigation for MSD related incidents will be done by Manual review.
- **Supervisors/Managers** will ensure proper equipment use and safe manual handling techniques by workers. They will monitor controls measures effectiveness and advise all workers of known or foreseeable hazards. They will take immediate steps to investigate and control MSD hazards that have been reported.
- **Workers** will use proper manual lifting techniques and the equipment provided for heavy or awkward loads. Report to the employer and/or supervisor any suspected risk factors associated with work. They will assist with MSD risk factors identification, workplace evaluations and developing/implementing controls. They will participate in training regarding MSD awareness and prevention.
- **JHSC** will provide consultation regarding best practices. implementing control measures and conduct a regular review of activities performed that may cause or aggravate MSD's.

Training and Education

Barrantes Group Living Inc will train workers in all aspects of MSD Prevention and awareness including proper ergonomics along with lifting and handling techniques. Additional training includes identification of the early signs and symptoms of musculoskeletal injury and their potential health effects, and preventive measures including, where applicable, the use of altered work procedures, mechanical aids and personal protective equipment. Barrantes Group Living Inc will keep records of training in the **Training/Certification Record Form**.

Musculoskeletal Disorder (MSD) Program

Signs & Symptoms Of MSD

There are two types of MSI/MSD:

- **Overexertion** – Occurs suddenly when body is pushed too hard and attempts to lift, lower, push, pull or carry something that is too heavy.
- **Overuse** – Develops over time when a worker repeatedly does the same task or movement without sufficient recovery.

The following are a list of symptoms (not all inclusive):

- Pain
- Numbness
- Tightness, loss of flexibility
- Tingling
- Swelling Stiffness or cramping
- Redness

MSD symptoms may go away overnight and could be a sign of fatigue, but if they are continuous, this may indicate a more serious problem. Workers experiencing such symptoms should report to their supervisor. There may be individual differences in susceptibility and symptoms among workers performing similar tasks.

Hazard Identification

The potential risk factors causing MSD are identified as: force required, posture, repetition, contact stress, vibration, cold stress, and mechanical compression.

Hazard Assessment

The purpose of the hazard assessment is to identify and evaluate the conditions where the potential exists of MSD or injury in the handling and lifting of products/items and how to mitigate. Barrantes Group Living Inc will conduct hazard assessments using the **Hazard Assessment Form**.

Control Measures

Engineering - physical modifications can reduce risk for MSD. Examples include:

- Mechanical lifting aids such as hoists, pallet jacks, carts, or conveyors instead of manual handling.
- Lift within the range of knee to waist height. Modify the workplace to reduce lifting of heavy objects.
- Invest in anti-fatigue mats for those workers that stand a lot, or work on hard services such as concrete.
- Modify equipment or furniture to eliminate or reduce awkward postures.
- Change to the workstations or equipment that alter the physical composition of the area.

Administrative - changing work practices, awareness tools and training, examples are:

- Rotating tasks between workers.
- Use safe work procedures to minimize risk factors.
- Heavy items are located at knee and waist height and light items above shoulder height.
- Change task design.
- Give workers time to rest or recover when lifting or handling loads.

Personal Protective Equipment - used when engineering/ administrative controls cannot be applied. Examples include:

- Ensure gloves that fit properly. Padded, friction-enhanced or vibration limiting gloves.
- Workers that are required to kneel - knee pads or a kneeling pad can be used.
- Warm clothing if workers have to work in cold conditions.

Evaluation

Barrantes Group Living Inc will evaluate the effectiveness of the MSD prevention program on an annual basis.

Personal Protective Equipment Policy

Policy Statement

Barrantes Group Living Inc understands the importance of Personal Protective Equipment (PPE) in protecting worker's health, safety, and wellbeing in the workplace. PPE is only employed when elimination, engineering and administrative controls are ineffective or insufficient. Barrantes Group Living Inc is committed to complying with all Canadian Standards Association/American National Standards Institute/National Institute for Occupational Safety and Health (CSA/ANSI/NOISH) Personal Protective Equipment requirements.

Scope

This policy applies to all workers and anyone else entering our workplace.

Roles and Responsibilities

- **Barrantes Group Living Inc** will conduct hazard assessment for the development, implementation, and administration of all PPE requirements. We will provide adequate PPE for identified hazards as per applicable legislative requirement and required training. Barrantes Group Living Inc will review, update, and evaluate the overall effectiveness of PPE use, training, and policies.
- **Supervisors/Managers** will ensure that workers wear PPE that is correct for the hazard and protects workers. Also, PPE is maintained in a condition to perform the function for which it was designed.
- **Workers** are responsible for reporting all workplace hazards to management and for following all PPE requirements. This involves ensuring the proper use, cleaning and maintenance of PPE provided. Workers must inform management about any damaged PPE or unsafe work immediately.
- The JHSC will assist in hazard assessment, developing training and reviewing PPE requirements.

Training and Communication

Barrantes Group Living Inc is responsible for providing training to all workers that are required to use PPE before performing any work. All training records shall be documented and kept on file using the **Training Log Form**.

Retraining must be conducted when a worker's work habits/ skills required to use the PPE are inadequate or new equipment is installed or any change in the workplace or change in type of PPE.

Respiratory Protection Policy

Policy Statement

Barrantes Group Living Inc has identified that at times application of respiratory equipment appropriate to the level of hazard inherent with the work is mandatory. Barrantes Group Living Inc will provide appropriate respiratory protective equipment in workplace conditions that may prove to be hazardous to a worker or where a worker may be exposed to concentrations of an air contaminant exceeding applicable exposure or excursion limits, or to oxygen deficient atmospheres.

Scope

This policy applies to any worker who may be exposed to respiratory hazards at worksite.

Roles and Responsibilities

Barrantes Group Living Inc

- Implementing a written respiratory program and procedures regarding the selection, care and use of respirators. Designating a competent worker to ensure compliance under the requirement.
- Ensuring the workplace evaluation and eliminating or reduction of all breathing hazards.
- Providing supervisors and workers with the education and training necessary to ensure that workers use respirators safely.
- Ensure that workers participate in the selection of their individual respirators in consultation with their JHSC.
- Developing emergency evacuation procedures and ensuring that supervisors and workers receive appropriate training in any workplace where workers may need to be rescued or evacuated because of breathing hazards.
- Ensure medical assessment for worker's ability to wear a respirator.

Program Administrator

- Administering the overall program, maintenance of records, implementing training programs.
- Assessing the type and amount of exposure, selecting the appropriate respirators and ensure that workers are fit tested.
- Consult with the JHSC on reviewing the program on an annual basis.

Supervisors

- Ensure workers are aware of any breathing hazards and potential issues that may develop during respirator use, such as discomfort, skin irritation, or breathing difficulty.
- Respirators are available when required and ensure workers use them correctly. Respirators are properly cleaned, inspected, maintained, and stored. Workers are clean shaven to ensure proper fit.
- Report and record all illnesses/ injuries that result from breathing hazards and require medical aid.
- Ensure that they are notified of concerns/ conditions that may affect workers' respiratory protection.

Workers

- Complete necessary training and follow respiratory protection program guidelines.
- Understanding the limitations, inspecting, using, properly cleaning and storing their respirators as instructed and as per manufacturer's specifications.

Training Requirements

Every worker who may have to wear a respirator will be trained in the proper use of the respirator. Both the worker and their supervisor receive this training. This training includes:

- Limitations of the respirator.
- Inspection and maintenance of the respirator, including, in the case of an air-purifying respirator, end of service life indicators or change out schedules for the cartridge, canister or filter.
- Proper fitting of the respirator.
- Cleaning and disinfecting the respirator.

This training is repeated as often as necessary, at least annually, to ensure that workers remain familiar with the proper use of the respirators. A record will be kept of this training.

Sharps Handling and Disposal Policy

Policy Statement

Barrantes Group Living Inc is committed to the health, safety, and wellbeing of its workers by providing a framework for the proper handling and disposal of sharps thereby reducing the risk of sharps related incidents. We aim to implement safe work practices to reduce the risk of sharps injury through the proper handling, storage, transport, and disposal of sharps.

Scope

This policy applies to all personnel who use or may be exposed to sharps in the workplace.

Definitions

- **Sharps Waste** means blades, needles, syringes, including safety engineered needles, laboratory glass, or other materials capable of causing punctures or cuts and which can come into contact with human blood waste, animal blood waste or other animal or human bodily fluids.
- **Safety-Engineered Needle** means,
 - Hollow-bore needle that is designed to eliminate or minimize the risk of a skin puncture injury to the worker, and is licensed as a medical device by Health Canada, or
 - Needleless device that replaces a hollow bore needle and is licensed as a medical device by Health Canada.
- **Needlestick Injury** is an accidental skin-penetrating stab wound from a hollow-bore needle (or any sharp) containing another person's blood or body fluid.
- **Sharps Injury** is defined as a skin-penetrating stab wound caused by sharp instruments and accidents.

Roles and Responsibilities

Barrantes Group Living Inc:

- Conduct hazard assessments and implement necessary control measures. Provide employees with the tools, equipment, and personal protective equipment (PPE) needed for the safe handling and disposal of sharps.
- Develop safe work practices and provide necessary training on how to eliminate or reduce the risk of a sharp injury, and for reporting incidents of exposure.
- In case of an incident related to sharps, ensure that prompt first aid and medical attention is provided. Ensure that all records of the incident and treatment are documented and maintained. An investigation shall be conducted and based on the findings, develop ways to prevent similar incidents from occurring.
- Monitor the workplace to ensure that safeguards are used, and safe work practices are followed.

Workers

- Attend education and training sessions provided on the proper procedure for the handling and safe disposal of sharps.
- Use controls and follow safe work practices established by the employer.
- Use the available tools and PPE as specified and directed by the employer.
- Report all incidents/injuries to management immediately. Participate in accident/incident investigations.

Training and Record Retention

We will provide education and training to the workers who use sharps on how to protect themselves during use, and to protect others who may encounter the device during or after procedures. Training will be provided by a competent person providing information on the various sharps that may be encountered at the workplace, health hazards associated, control measures implemented and sharp disposal practices. We will ensure that the workers are informed about the contents of the exposure control plan and the reporting procedure for incident/accident related to the sharps at the workplace.

Records will be kept of all the sharp injuries/incidents and the workers' education and training sessions.

Sharps Handling and Disposal Program

General Considerations

1. All needles and sharps must be treated as if being infected. The user of the sharp should plan for its safe use and disposal. Do not pick up anything without the full intention of discarding it later.
2. Wear appropriate gloves when touching and/or handling items that are visibly soiled with blood or bodily fluids.
3. Gloves must be changed in between contact of individuals.
4. Do not pick-up sharps unless the proper equipment and personal protective equipment (PPE) are available, and workers are properly instructed on how to do so safely. If there is potential for splashing, masks and eye protection must be worn.
5. Workers should always cover open skin areas or lesions on hands and arms with a dry dressing. Hand hygiene is still essential, so consultation with the supervisor/manager is necessary if the dressing interferes with this procedure.
6. **Do not place needles in regular garbage under any circumstances.** Place large bore reusable needles in puncture-proof containers.
7. Clean and sterilize reusable syringes before reusing.
8. Use clamps to remove lancet and scalpel blades from holders, not your fingers.
9. Do not recap, bend, break or remove needles by hand from disposable syringes or otherwise handle after use. In situations where recapping is considered necessary, never move an exposed needle tip towards an unprotected hand. Recap by laying the cap on a flat surface and scoop it onto the tip of a syringe held in one hand. Keep the free hand away from the sheath and well behind the exposed needle.

Safety-Engineered Needle

We will provide a safety-engineered needle, under reasonable circumstances, that is appropriate for the work when a worker is to do work requiring the use of a hollow-bore needle.

Hollow-bore needle that is not a safety-engineered needle may be used by the workers if they believe on reasonable grounds that, in the particular circumstances, the use of a safety-engineered needle would pose a greater risk of harm than the use of the hollow-bore needle.

Sharps Disposal Container

Sharps disposal container must be puncture resistant, leak-proof, allow sharps to be placed in the container, but difficult to remove the contents and have a lid that will seal the container when it is full. It should be disposed in a suitable manner as per regulatory requirements.

Workers should ensure that sharp disposal container is not damaged, overfilled and stored away from food supplies and out of the reach of children.

Improperly Discarded Sharps

Follow these steps to pick up improperly discarded sharps and other items that could be contaminated with blood or other body fluids:

- Wear two pairs of disposable gloves on each hand and have tongs and a proper sharp container ready.
- Place the sharps container next to the needle or other item. Do not hold the container in hand.
- Using the tongs, pick up the sharp waste and place it into the sharp's container.
- Place the sharp object into the sharp's container, pointed end first and away from the body.
- Do not insert fingers into the opening of the container. Never force sharp objects into the container.

- If the contaminated sharp objects (i.e., broken glass) are too large for the container, discard the objects in a cardboard box. Close the box securely and label.
- Remove and discard the gloves.
- Wash hands. **Refer to Guidance for Hygiene Practices.**
- Keep the sharps container upright. Do not fill the sharps container to the brim. When it is about three-quarters (3/4) full, replace it with a new one and properly dispose of the old one.

Personal Protective Equipment (PPE) Considerations

Barrantes Group Living Inc will conduct a risk assessment to determine if PPE is needed and follow any PPE guidance and/or requirements of the specific workplace.

PPE can include medical masks/N95 (or equivalent), eye protection (face shield, goggles, or some safety glasses), gowns, and gloves. If gloves are worn, remove and dispose of immediately following the procedure and perform hand hygiene. When gloves are worn, they must be changed for each procedure.

Exposure Control Program/Plan/Code of Practice

Employers must develop **job/site specific exposure control plan** for controlling the risk of sharps injury and must be readily available to workers. This program must include:

- Hazard/risk identification and assessments completed by a qualified person.
- Identifying where and when workers will be exposed to sharps.
- Controls and safe work procedures to eliminate and/or prevent sharps exposure.
- Training requirements, education, and resources.
- Hygiene and Decontamination procedures.
- Follow up and monitoring.

Sharp Exposure

- Report the incident and exposure immediately to supervisor.
- **First aid measures:** Immediately perform first aid if someone has been exposed to blood or body fluids. Thoroughly rinsing the injury site with running water, and gently cleaning with soap and water if possible. Flushing the eyes, nose, or mouth with running water if they have been exposed. Broken skin should be rinsed thoroughly.
- Follow instructions for further treatment and follow-up from medical professionals, where necessary.

Risk Identification, Assessment, and Control

Barrantes Group Living Inc is committed to developing knowledge and expertise about controls and establishing policies/procedures to protect workers from sharp injuries.

Hazards associated with sharps may include a cut in the skin, deep wounds, potential for injection of hazardous drugs, contact with infectious fluids, especially blood, leading to risk of infection by a bloodborne pathogen.

Refer to the Hazard Assessment Worksheet.

Injuries can occur at every stage of use, disassembly, or disposal of sharps. Equipment design, nature of the procedure, condition of work, worker experience, recapping, and disposal can influence these occurrences.

- During use of the item, injury can occur while processing specimen; collision with a sharp or worker; manipulating a sharp in a patient; handling, passing, transferring equipment or specimen, and suture needle handling.

- After use and before disposal, an injury can occur while activation of a safety feature, recapping the needle and clean up.
- During or after disposal injury may occur in transit to disposal, during disposal and improper disposal.

Control and Prevention of Sharps Injuries

Preventing injuries is the most effective way to protect workers. A comprehensive sharps injury prevention program would include:

- Recommended guidelines.
- Improved equipment design.
- Effective disposal systems.
- Employee training.
- Safe recapping procedures, where necessary.
- Surveillance programs.

Control measures include following:

Elimination - Eliminate or reduce needle use during procedures, medication delivery, and specimen collection.

Engineering controls - Remove or isolate the hazard by using sharps disposal containers or other devices that have an integrated injury prevention feature.

Administrative controls - Using instruments to grasp needles or load/unload scalpels; avoiding hand-to-hand passage of sharps; separating sharps from other waste; by not carrying garbage or linen bags close to the body, etc. Proper vaccination of workers as per applicable public health requirements.

Personal Protective Equipment (PPE) - Last control approach, PPE can include medical masks/N95 (or equivalent), eye protection (face shield, goggles, or some safety glasses), gowns and gloves.

Thermal Stress Policy

Policy Statement

Barrantes Group Living Inc understands that thermal stress is an important health and safety concern that needs to be addressed in a timely manner to avoid adverse effects on workers. Thermal Stress can be heat or cold stress, either of which occurs when the core body temperature is no longer maintained at 36-37°C. Barrantes Group Living Inc intends to reduce and prevent impact of thermal stress work environments on workers' health.

Scope

This policy applies to all workers who work in a thermal stress environment. This program also applies to all our workers and constructors/subcontractors that may be required to work within or near an identified confined space in our workplace.

Definitions

Cold stress: The fall of body core temperature from 36-37°C as the body fails in maintaining body heat after being exposed to extremely cold, windy and/or wet conditions. It is associated with multiple cold related illnesses and injuries, some that may be fatal.

Heat stress: The net [overall] heat load to which a worker may be exposed from the combined contributions of metabolic heat, environmental factors (i.e., air temperature, humidity, air movement, and radiant heat), and clothing requirements. A mild or moderate heat stress may cause discomfort and may adversely affect performance and safety, but it is not harmful to health. As the heat stress approaches human tolerance limits, the risk of heat-related disorders increases.

Roles and Responsibilities

- **Barrantes Group Living Inc** will identify jobs with a potential risk of thermal stress and conduct hazard assessment. We will develop, implement, and maintain written job-specific safe work procedures. Workers and their supervisors will be informed about potential thermal stress risk and educated about warning signs of thermal stress along with their protective measures. We will ensure that clothing, if provided by Barrantes Group Living Inc, reduce the risk of thermal stress (while providing appropriate protection from other hazards).
- **Supervisors/Managers** must be familiar with all jobs with potential thermal stress risks and associated safe work procedures. They will ensure training/information sessions are provided to workers whose workplaces are at thermal stress risk. They will monitor environmental conditions, as appropriate, on extreme temperature days.
- **Workers** will be familiar with thermal stress hazards, predisposing factors, and preventative measures. They must follow safe work procedures established to prevent extreme temperature-stress related injuries. They must report to their supervisor extreme temperature stress-related symptoms in themselves or their co-workers and follow recommended schedule of rest breaks, as advised by supervisors.
- **JHSC** will provide assistance in the development of safe work procedures and information sessions. The **JHSC** of Barrantes Group Living Inc will assist in conducting hazard assessments, address any worker concerns and participate in the policy and plan review process.

Education and Training

Barrantes Group Living Inc will provide ongoing training and education to all workers who work in thermal stress conditions to ensure that workers remain knowledgeable. Continued education will be conducted annually. Training should include recognition of the signs and symptoms of thermal stress, appropriate first aid treatment, proper use of clothing, proper eating and drinking practices and safe work practices appropriate to the work that is to be performed.

Thermal Stress Exposure Control Plan

Barrantes Group Living Inc will create a Thermal Stress Exposure Control Plan to determine and control any potential hazardous exposure to the worker. The exposure control plan shall incorporate the following elements:

- A statement of purpose and responsibilities.
- Hazard identification, assessment, and control.
- Education and training.
- Written work procedures, when required.
- Hygiene facilities and decontamination procedures, when required.
- Health monitoring, when required.
- Documentation, when required.

Refer to Thermal Stress Risk Management for detailed information.

Main Elements Of Thermal Stress-Illness Prevention Plan

Control	Description
1. Train supervisors and workers	Train supervisors and workers on Thermal stress related illness prevention strategies, as well as to recognize and report the signs and symptoms of thermal stress-related illnesses.
2. Monitor weather and workplace conditions	Monitor weather workplace conditions and take preventative measures to protect workers when the temperatures exceed 70 °F (21 °C).
3. Conduct a risk assessment	Determine the level of risk to thermal stress. Implement control measures to reduce the thermal stress risk
4. Implement Thermal stress related illness prevention strategies	Implement appropriate heat-illness prevention strategies based on established risk levels for heat stress.
5. Plan for Thermal stress related medical emergencies	Ensure adequate supervision, first aid and medical services are readily available in the event a worker suffers from a Thermal stress related illness.

Working Alone Policy

Policy Statement

Barrantes Group Living Inc is committed to putting processes in place to ensure the safety of any of its worker(s) who may be required to work alone.

Scope

This policy will apply whenever a worker of Barrantes Group Living Inc is working alone at a workplace; and assistance is not readily available if there is an emergency, or the worker is injured or ill.

Definition

Working alone refers to workers who are working by themselves at a place or site where assistance is not readily available if there is an injury, illness or emergency.

Roles and Responsibilities

- **Barrantes Group Living Inc** will identify workers required to work alone and provide necessary training. We will conduct an assessment to identify any existing or potential risks or hazards arising from the conditions and circumstances of working alone and take all reasonable steps to control, and if possible, eliminate any risks or hazards identified during the hazard assessment process, including establishing a safe work procedure for monitoring a worker who will be working alone. Means of communication between worker and designated person will be established.
- **Supervisor/Manager** will ensure workers are trained and understand risks associated with working alone. Investigation of incident reported by workers will be done by Supervisors. They will assist Barrantes Group Living Inc in risk assessment and implementation of controls.
- **Workers** will participate in the evaluation of the hazards associated with tasks which involve persons working alone and follow the practices outlined in the Working Alone Procedure. Workers will work with management to establish an appropriate means of communication and use the established communication system. Report all incidents to the Supervisor that occur while working alone. They are required to notify their supervisor/manager immediately of any hazards is identified while working alone.
- **JHSC** will provide assistance with development of the safe work procedure for checking a worker's well-being, including time intervals between the checks.

Training and Education

Manual review will provide training to workers working alone, this may include, but not limited to:

- Risk associated with working alone.
- Workplace violence and harassment training.
- Identify the elements of an effective check-in procedure.
- Understanding means of communication available.
- Emergency response procedures along with First aid measures.

Working Alone Program

Working Alone Hazard Assessments

Whenever a worker is required to work alone, Barrantes Group Living Inc shall first:

- Conduct hazard assessment to identify any risks or hazards arising from working alone, considering factors such as, but not limited to:
 - Physical and geographic location.
 - Amount of time.
 - Assistance required.
 - Time(s) of day.
 - Modes of communication.
 - Functioning security equipment.
 - Emergency supplies.
 - Emergency response accessibility.
 - Transportation needs.
 - First aid equipment availability.
 - Money or valuables involvement.
 - Worker competency.
- Communicate any identified hazards to the worker.
- Before the worker starts work, take measures to eliminate or minimize the risk from the hazard.
- Establish an effective means of communication (e.g., telephone, radio, intercom, etc.) between the worker and person capable of providing immediate assistance to the worker in hazardous situation or emergency.
- If an effective means of communication is not possible, establish a system for monitoring and supporting the worker (e.g., a “buddy system”, or contact between Barrantes Group Living Inc and the worker at regular intervals) as appropriate having regard for the conditions and circumstances of the working alone.
- Ensure that all chosen communications systems are available and in proper working order.

Working Alone Safety Measures

- Establish a safe work procedure (such as a check-in & check-out procedure), requiring the worker to report to a designated contact person in regular intervals by way of an audio or visual device.
- Provide worker training and education to all workers to limit the dangers of working alone. Worker working alone should have First Aid training.
- Investigate any incidents, accidents, or near misses (including incidents of workplace violence, bullying or harassment, whether formally reported or not) that occur while a worker is working alone and then take all reasonable measures to prevent a reoccurrence.
- If necessary, report any incidents, accidents or near misses to the appropriate authorities (e.g., the police).
- If possible, schedule higher risk work to be done either during regular working hours or during periods when a worker will not be working alone, or there is greater likelihood of worker not having to work alone.
- If possible, avoid scheduling hazardous or high-risk work to be performed while a worker is or can be expected to be working alone.

Procedures for Checking The Well-Being of the Worker

Barrantes Group Living Inc shall establish and implement a safe work procedure for checking the well-being of a worker.

- The procedure for checking a worker's well-being will include the time interval between checks and the procedure to follow in case the worker cannot be contacted, including provisions for emergency rescue.
- A person shall be designated to establish contact with the worker at predetermined intervals and the results must be recorded by the person.
- In addition to checks at regular intervals, a check at the end of the work shift must be done.

Time intervals must also be developed in consultation with the worker. Refer to the **Working Alone Log Sheet** to document communication with a worker while they are working alone.

Appendix: Ontario Regulatory Legislative References

This document lists for the record, details of the regulations affecting health and safety at work that are currently in force.

In most cases Health and Safety legislation requires practicality to identify the reasonable precautions necessary to avoid the risk of injury or ill-health at work. The Barrantes Group Living Inc Health and Safety Management System does not quote specific legal references; giving instead the information and detail of what is required in practice to secure compliance. If the guidance and requirements explained in the system are adopted and followed in practice, compliance with the legal obligations will be achieved.

Not every piece of the legislation listed will apply to every business on a day-to-day basis, but businesses need to be aware of them should circumstances change.

- *Ontario Occupational Health and Safety Act, R.S.O. 1990, c. O.1*
- *Ontario Occupational Health and Safety Act, R.S.O. 1990, c. O.1*
 - Reg. 297/13: Occupational Health and Safety Awareness and Training
 - Reg. 860: Workplace Hazardous Materials Information System (WHMIS)
 - Reg. 213/91: Construction Projects
 - Reg. 851: Industrial Establishments
 - Reg. 213/91: Construction Projects
 - Reg. 381/15: Noise
 - Reg. 632/05: Confined Spaces
 - Reg. 559/22: Naloxone Kits
 - Reg. 833: Control Of Exposure to Biological or Chemical Agents
- *Ontario Workplace Safety and Insurance Act.*
- *Ontario Workplace Safety and Insurance Act.*
 - Reg. 1101: First Aid Requirements
- *Ontario Fire Protection and Prevention Act. 1997*
 - Reg. 213/07: Ontario Fire Code
- *Transportation of Dangerous Goods Act, 1992*
 - *Transportation of Dangerous Goods Regulations (SOR/2001-286)*
- *Ontario Environmental Protection Act, R.S.O. 1990, c. E.19*
 - Reg. 224/07: Spill Prevention and Contingency Plans
- *Ontario Electricity Act, 1998, S.O. 1998, c. 15, Sched. A*
 - Reg. 164/99: *Electrical Safety Code*



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