

## **HEALTH AND SAFETY POLICY**

### **Safety is everyone's responsibility!**

Health and Safety is our number one concern when we send workers on an assignment. We make every effort to ensure the workplace will be safe. Please contact your SkillSource Field Services Rep or the SkillSource head office if you have any questions regarding Health and Safety.

### **Workers' rights**

- Workers may refuse to carry out a task or operate equipment if it could endanger their health or safety, or that of other workers.
- This is a right under provincial and federal Occupational Health and Safety Legislation.
- If you are placed on assignment by SkillSource and believe you are being directed to do work that is outside of the job as explained to you by SkillSource or could result in injury to yourself or others, you have the right to refuse and must contact SkillSource immediately.

### **Right to know**

- Provincial and federal law states that all workers must be informed about workplace hazards and trained in workplace health and safety.
- Workplace hazards include but are not limited to the following toxic chemicals, poor lighting, working in extreme temperature climates, tools and machinery, etc.
- If you need more information on workplace hazards, ask your SkillSource representative.

### **Workplace Hazardous Materials Information System "WHMIS"**

- WHMIS provides information on the identification and safe use of hazardous materials.
- All workers must complete a generic WHMIS training program.
- If you are placed on assignment by SkillSource and have been asked to work with chemicals and have not had a specific WHMIS orientation about those chemicals, contact your SkillSource office immediately.
- Client site-specific WHMIS orientation will be provided as necessary.

### **Workers responsibilities**

Working safely is extremely important. If placed on assignment by SkillSource, you must:

- Not perform any task or operate any equipment you have not been assigned or trained for (contact your supervisor and your SkillSource representative for further training and instruction).
- Promptly report unsafe work conditions to your supervisor and your SkillSource representative.
- Cooperate in any accident investigations when requested and always cooperate with the Joint Health and Safety Committee.
- Always work in a safe manner and do not participate in any actions that could create unsafe conditions, such as jokes, horseplay, etc.

- Abstain from using illegal substances or consuming alcohol while at work. Substance and/or alcohol use will be cause for immediate dismissal.
- Report for work free from the effects of drugs and/or alcohol.
- If you have a pre-existing injury, do not perform tasks that may cause re-injury.

### **Accident / injury reporting**

If you are placed on an assignment by SkillSource, you must:

- No matter how minor, immediately notify your supervisor if you are hurt, become ill at work or obtain medical attention for a work related accident.
- Immediately seek first aid or medical attention from a qualified person.
- Notify your SkillSource representative of your injury immediately. Ask someone else to notify SkillSource if you are unable to do so.
- Remember, while on assignment your employer is SkillSource when reporting an incident. SkillSource's WCB Coordinator will contact you to discuss your injury and assist you as required. If and when you are employed by SkillSource, we support a return to work program which includes, when necessary, a gradual return to work. Every effort will be made to return you to work as safely and quickly as possible. It is your responsibility to participate in our return to work program.

### **Disciplinary action while on assignment**

Violation of any safety policies will be subject to disciplinary action. Disciplinary actions include:

- Verbal warning
- Written warning
- Termination

The disciplinary action may start at any point in the process and may include termination for just cause, dependent on the severity of the behaviour.