

Extend-A-Family Waterloo Region strives to create and maintain a safe workplace. Consistent and continuous efforts by the organization and its employees are directed to preventing workplace accidents and illnesses and maintaining a safe work environment. EAFWR and its employees are required to observe and comply with the requirements of the Ontario Occupational Health and Safety Act.

Roles and Responsibilities of Extend-A-Family Waterloo Region and its Employees

Extend-A-Family Waterloo Region - Employer

As the employer EAFWR has the following responsibilities under the Occupational Health and Safety Act:

- Instruct, inform and supervise employees to protect their health and safety;
- Assist in a medical emergency by providing any information – including organizational information to a qualified medical practitioner or other prescribed persons for the purpose of diagnosis or treatment;
- Appoint competent persons as supervisors who are qualified through knowledge, training and experience to organize the work and its performance, are familiar with the OH&SA and its regulations relevant to the work being performed, and who know about any actual or potential danger to health and safety in the workplace;
- Inform employees, or a person with authority over employees, about any hazard in the work and train employees how to safely perform all aspects of the work;
- Report any workplace accidents/injuries requiring medical treatment or lost time to the Workers Safety and Insurance Board as required;
- Help joint Health and Safety Committees and its representatives to carry out their functions and provide it with the results of any occupational health and safety report the employer has, including any written reports and advise employees of the results of such reports;
- Not employ persons who are under the prescribed age for the employer's work;
- Take every precaution reasonable in the circumstances to protect the employee;
- Prepare and review annually, a Health and Safety policy, and set up and maintain a process for implementing it. Post the policy in the workplace and have it accessible for employees to review it.
- Prepare and review annually, policies with respect to workplace violence and harassment and prepare and develop procedures for employees to report incidents of violence and harassment and for the EAFWR investigative process. Post the policy and procedures in the workplace and have it accessible for employees to review them;
- Identify hazardous materials in the prescribed manner, ensure proper labelling on the material including on any decanted materials, obtain Material Safety Data Sheets and provide the information and ensure training to employees who are exposed or likely to be exposed to hazardous materials in the workplace including the safe usage, handling and storage of the hazardous materials and procedures for an emergency involving hazardous materials. Advise the Ministry of Labour in writing if unable to obtain proper labels or M.S.D.S. sheets after reasonable efforts to obtain them;
- Ensure both Moore Avenue and Braun Street Buildings comply with the structural load requirements in the applicable building code and any applicable standards and sound engineering practices;
- Post in the workplace a copy of the OH&SA and explanatory materials put out by the Ministry of Labour that outlines the rights, responsibilities and duties of employees in English and/or the majority language used in the workplace.

Extend-A-Family Waterloo Region – Supervisor

A Supervisor is an employee or person who has charge of a workplace or authority over an employee/worker even if only on a temporary basis. Supervisors are accountable to the organization for the activities of their department or service, including health and safety activities. Supervisors are able to set or reinforce policy and have functions relating to hiring promoting and disciplining employees even if they can only recommend such actions.

A Supervisor must be a competent person who is qualified because of knowledge, training and experience to organize the work and its performance, is familiar with the OH&SA and its regulations and the EAFWR policies and procedures that apply to the work, and has knowledge of any potential or actual danger to health and safety in the workplace. An EAFWR Supervisor has the following responsibilities under the Occupational Health and Safety Act:

- Ensure that an employee/worker works in compliance with the OH&SA and its regulations and is aware of and complies with the applicable EAFWR health and safety policies and procedures;
- Ensure that any equipment, protective device or clothing required by EAFWR is used or worn by the employee/worker;
- Advise the employee/worker of any potential or actual health and safety dangers known by the supervisor;
- Take corrective action as required to eliminate and minimize identified hazards;
- Participate in accident and work refusal investigations and reports;
- If prescribed, provide the employee with written instructions about the EAFWR measures, policies and procedures to be taken for the employees/ workers protection;
- Take every precaution reasonable in the circumstances for the protection of the employees/workers.

Extend-A-Family Waterloo Region – Employee/Worker

An EAFWR employee/worker is a person who performs work or supplies services for monetary compensation. Under the OH&SA an EAFWR employee/worker can also be a student who performs work or supplies services for no monetary compensation under an authorized work experience program approved by a school board or a post secondary college, university or other post secondary institution or, such other persons who perform work or supply services to EAFWR (volunteers) for no monetary compensation. An employee/worker has the right to refuse work that he/she has reason to believe will endanger themselves or others.

An EAFWR employee/worker has the following responsibilities under the Occupational Health and Safety Act:

- Work in compliance with the Occupational Health and Safety Act and regulations and comply with the applicable EAFWR health and safety policies and procedures;
- Use or wear any equipment, protective devices or clothing required by EAFWR;
- Report any hazard or contravention of the Act or regulations to the EAFWR Supervisor or Human Resources;
- Not remove or make ineffective any protective device required by EAFWR as specified in the OH&SA;
- Not use or operate any equipment or perform work in a way that may endanger him/her self or another employee/worker
- Not engage in any prank, including unnecessary running or rough and boisterous conduct;