

University Health Network Policy & Procedure Manual UHN Safety Services: Occupational Health & Safety

Policy

University Health Network (UHN) is committed to providing a safe and healthy work environment for its employees, patients, and visitors. UHN ensures rigorous observation of the [Occupational Health and Safety Act](#), its regulations ([Ontario Regulation 67/93](#)), and all other relevant legislation concerning health and safety. In addition, UHN takes all reasonable steps to reduce health and safety risks even in the absence of scientific certainty.

Programs are in place and maintained to anticipate, identify, evaluate, and control workplace hazards, provide support for Joint Health and Safety Committees and provide the appropriate equipment, tools, and training for a safe and healthy workplace.

All workers (including employees, physicians, volunteers and learners) are required to work in compliance with the law and UHN's policies and safe work practices, including written programs, standards, procedures, guidelines, manuals and work instructions.

Supervisors must take every reasonable precaution to ensure the protection and safety of employees by advising them of potential or actual hazards, ensuring they work in compliance with all statutory and UHN requirements, and providing training in the appropriate measures and procedures.

Definitions

The following definitions are as defined in the [Occupational Health and Safety Act](#):

Competent person: A person who:

- is qualified because of knowledge, training, and experience to organize the work and its performance;
- is familiar with the 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.

Supervisor (manager/director): A person who has charge of a workplace or authority over a worker.

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Policy Number	6.10.001	Original Date	09/90
Section	Administration	Revision Dates	10/99; 10/08; 08/12; 02/15; 06/19; 05/23
Issued By	UHN Safety Services	Review Dates	08/02; 01/10; 07/11; 08/13; 03/16; 01/18; 09/21
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Responsibilities

Note: Safety is everyone's responsibility and rests with each individual employee and all levels of management.

Senior Management

- Support a culture of safety consciousness in all employees at UHN.
- Embrace a health and safety policy.
- Ensure that a health and safety program is established, and all its elements continue to function.
- Provide information, instruction, and assistance to all supervisory staff to protect the health and safety of all employees.
- Appoint [competent persons](#) as [supervisors](#).
- Support the Joint Health and Safety Committee and the internal responsibility system.
- Establish and maintain adequate standards, policies, procedures, and work practices, and maintain buildings and equipment to ensure a safe working environment.

Managers & Supervisors

- Take reasonable precautions to maintain a healthy and safe environment for their staff.
- Instruct and train their staff in safe work practices and procedures in compliance with established UHN policies and procedures, ensuring staff work according to the practices and procedures.
- Ensure that all new staff receive instruction in safe work practices and procedures before starting work in the department.
- Ensure that their staff use or wear all the required protective equipment.
- Advise workers of any potential or actual danger that may affect workers' health or safety and provide written instructions when required.
- Ensure that the instructions are maintained and updated, as necessary.

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- Take appropriate action to correct any actual or potential health or safety hazard.
- Promptly rectify and apply findings and requirements of all safety inspections from the Joint Health and Safety Committees.
- Notify UHN Safety Services of any hazard that cannot be readily controlled and that requires further investigation.
- Ensure that all incidents and accidents are reported to Health Services and UHN Safety Services using the [Safety Event Portal](#).
- Investigate reported incidents promptly.
- Ensure that all new employees attend the New Employee Orientation and complete the required training.
- Participate in critical injury investigations, as required.
- Participate in work refusal investigations, as required.
- Participate in mandatory training.

Individual Staff Members

- Observe established UHN policies and procedures and work in a safe and prudent manner so as not to endanger other employees, patients, or themselves through unsafe work practices.
- Report to their supervisors/managers any actual or potential safety hazards, or contravention of the [Act](#) or [regulations](#), of which they are aware.
- Prevent loss of, or damage to, UHN property due to unsafe work practices.
- Use or wear protective clothing or equipment as required by UHN.
- Report incidents or accidents to their manager or supervisor and submit a written incident report on the [Safety Event Portal](#).
- Participate in mandatory training.

Joint Health & Safety Committees

- Promote safe work practices and conditions.
- Conduct regular workplace inspections.

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- Promote educational programs to increase health and safety awareness at work.
- Report and recommend appropriate action on discovered or reported unsafe equipment, working conditions or practices, and on actual or potential health or safety hazards.
- Investigate critical injuries in conjunction with UHN Safety Services.
- Accompany the Ministry of Labour on inspections, as required by UHN Safety Services.
- Participate in work refusal investigations, as required or directed by UHN Safety Services.

Health Services and UHN Safety Services

- Provide professional assistance and guidance to [senior management](#), [managers/supervisors](#), [individual staff members](#), and the [Joint Health and Safety Committees](#) in carrying out their responsibilities as identified herein.
- Develop and implement policies and safe work practices including written programs, standards, procedures, guidelines, manuals and work instructions.
- Evaluate and recommend controls for all health and safety hazards.
- Assess accident trends.
- Report accidents to the appropriate parties.
- Complete required actions for claims of injured workers.
- Conduct medical surveillance, where required.
- Communicate and cooperate with regulatory and professional agencies.
- Participate and oversee safety training.
- Administer the health and safety programs.

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