



HEALTH AND SAFETY

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The worker has three rights:

1. To know how to work safely.
2. To refuse unsafe work.
3. To participate in creating a safe workplace.

HEALTH AND SAFETY

General information for all Parishes

The Anglican Diocese of Toronto is concerned about the health and safety of everyone who works or comes in contact with the diocese or its parishes or other ministries. Consequently, health and safety regulations and procedures are a priority. Although much of the Church's ministry is accomplished through the efforts of dedicated volunteers, each parish and ministry facility is also a workplace for workers. Therefore, our parishes must comply with the Occupational Health and Safety Act (OHSA), Workplace Safety Insurance Act (WSIB), Workplace Hazardous Material Information Systems (WHMIS) and other relevant health and safety legislation. Consequently, the enforcement of occupational health and safety laws by the priest and churchwardens must be a priority at each parish and ministry.

According to the diocesan canons (Canon 15(3)(1)), the churchwardens represent the interests of the parish. The parish is the employer of parish staff. Accordingly, each churchwarden must take steps, along with the incumbent, to ensure that the parish is operating in compliance with all applicable health and safety legislation. The Health and Safety Team of the Human Resources Department of the Diocese of Toronto has provided this kit to assist the parishes and ministries to comply with this legislation.

Parish workers include paid honorary assistants, independent contract cleaning staff, paid soloist and weekly nursery attendants, or anyone else who performs work or provides services on the premises of the parish or ministry for monetary compensation.

The OHSA creates an internal responsibility system where everyone has a role to play to ensure a healthy and safe workplace.

Churchwardens' Responsibilities:

- > taking every reasonable precaution for the protection of the worker
- > providing information, instruction and supervision to a worker to protect his or her health and safety
- > appointing a competent person as supervisor of the workplace
- > acquainting workers with work related hazards
- > ensuring that workers are trained for safe practices
- > posting the WSIB poster
- > posting the inspection reports
- > ensuring a worker representative is chosen assisting and cooperating with a worker representative and providing him/her with any and all information
- > regarding hazardous materials, dangerous practices and workplace accidents or illness
- > ensuring outside contractors use appropriate equipment
- > ensuring the building(s) are in good repair so that they are safe workplaces ensuring that personal protection equipment is used when necessary

Supervisor's Responsibilities:

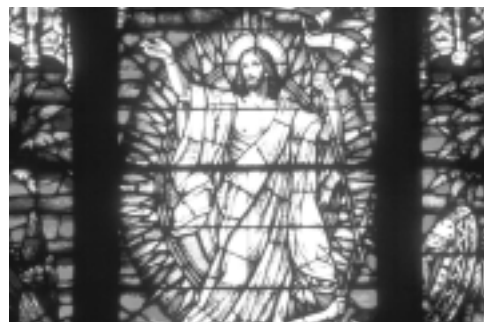
- > taking every reasonable precaution for the protection of the worker
- > being aware of all the potential hazards of the workplace warning workers of dangers/risks
- > providing written safety instructions whenever there is a risk in a job/task
- > ensuring the workers comply with the verbal and written instructions
- > ensuring that personal protection equipment is used when necessary

Worker Representative's Responsibilities:

- > conducting a monthly inspection
- > identifying dangerous or hazardous situations and making recommendations to the worker or supervisor
- > obtaining information from the worker about hazardous materials, dangerous practices and workplace accidents or illnesses
- > inspecting the site of any accident and filing a report

Worker's Responsibilities:

- > working in a manner which is healthy and safe
- > complying with the OHSA
- > reporting risks and hazards
- > contacting the employer immediately (or, as soon as possible) after an accident
- > correctly wearing all personal protective equipment when provided
- > reporting violations of the OHSA
- > following instructions
- > not participating in horseplay



To make a parish as safe and healthy as possible:

1. Leaders (churchwardens, clergy and supervisors) must be committed to health and safety principles and process and lead by example at all times.
2. Safety must become an integral part of ministry or work, rather than simply complying with specific legislative requirements.
3. Workplace safety must not be seen as optional but, instead, be recognized as part of a legal and moral obligation and an essential component what constitutes good performance. Getting the job done quickly is not more important than working safely.
4. Employers, supervisors and workers must learn and understand their respective health and safety duties and that they have a right to a safe and healthy workplace.



BEWARE

REQUIREMENTS for parishes that have 5 or less workers:

1. Place a Health and Safety bulletin board in a prominent area of your building where workers and the general public can easily see it. Display the Workplace Safety Insurance Board (Form 82) poster the small green OSHA book, an accurate list of those who have received certification training in First Aid, an inspection card for the First Aid box, and the Parish Safety Policy described in 15 below. *(Many of these items can be found in this kit).*
2. Fill out the Emergency Numbers Card *(also found in this kit)* and post it near all telephones that are accessible to the public, as well as office phones.
3. Provide a First Aid kit that has a First Aid Training Manual; 1 card of safety pins; 24 individually wrapped adhesive dressings; 12 (3 in.) sterile gauze pads; 4 (2 in.) rolls of bandage gauze, 4 (4 in.) rolls gauze; 4 sterile surgical bandages/ pads; 6 triangular bandage; 2 rolls of splint padding and 1 roll-up splint. First Aid boxes and training are provided by agencies such as The Canadian Red Cross (905-890-1000) www.redcross.ca/english/firstaid, St. John Ambulance (416-923-8411), www.sja.ca
4. Create a station for the First Aid kit, possibly in a cupboard in the parish hall and another one in the church. Make sure it is marked with a big, bold sign and is in a room the general public can easily access.
5. Ensure at least one worker has received certification training in First Aid and is in charge of stocking the First Aid box and maintaining the station. For First Aid training call one of the agencies listed above.
6. Collect and store Material Safety Data Sheets (MSDS) for all hazardous materials, such as those used for cleaning and in photocopiers, etc. Even though many cleaning fluids, like bleach, are common household products purchased at the local grocery, they are hazardous chemicals and churches, as a place of

employment, must ensure all hazardous products are properly labeled and managed. (See *Sample MSDS for bleach*). Most MSDS can be found on the Internet or from a product supplier. WHMIS and MSDS, www.hcsc.gc.ca/ehp/ehd/psb/whmis.htm or www.fishersci.ca/msds.nsf.

7. Ensure all workers are trained to do their work safely and in a manner that reduces risk of workplace injury or illness. In a parish, this will likely require written instructions for changing light bulbs in high ceilings, using “wet-floor” signs when washing floors, and correct procedures for handling lawn mowers, snow blowers and other equipment. (See *the Safety Check Sheets*). Safety materials and equipment can be purchased from a safety supply company found in your yellow pages under Safety Equipment.

8. Ensure workers are provided with personal protective safety equipment and are trained to use them properly. For example, heavy-duty gloves or an arm extender should be used when picking up trash, safety glasses must be used for some machinery and a fall arrest system must be used where there is a hazard of falling more than, 10 feet or 3 meters.

9. Ensure all workers know what to do if there is a workplace illness or accident. (See *Accident Procedure page 8*).

10. Ensure supervisors investigate all accidents and near misses, file a written report in the parish office and make necessary and appropriate changes to reduce the risks of the situation.

11. Hold an orientation session for new staff and highlight health and safety. (See *Orientation Checklist*).

12. Put health and safety on the Advisory Board agenda and make changes in the building or in work practices to reduce hazards.

13. Establish a Health and Safety Policy and Program and have it approved by the Advisory Board or Executive Committee. (A core template is provided along with other relevant sections you may use when putting together the parish program).

14. Cooperate with the Ministry of Labour Inspectors at all times, especially when they visit the parish.

RECOMMENDED for parishes that have 5 or less workers

1. Register with the Workplace Safety Insurance Board (416-344-1254, 1-800-387-8638, www.wsib.on.ca) and ensure the parish workers are covered by this plan. An alternative would be to contact the parish insurer and ask for worker injury insurance.

2. Ensure that as many staff as possible receive First Aid training, particularly if they work on their own or are responsible for supervising others.

3. Have the parish workers select a Worker Representative. This person is to be paid their regular wages for the time it takes to fulfil the health and safety duties associated with being a worker rep.

4. Ensure the Worker Representative conducts a monthly workplace inspection of the building(s). The kit provides you with a sample inspection form to be filled out each month.

5. Wherever possible, have the supervisor or one of the churchwardens accompany the worker representative when conducting the monthly workplace inspection.

6. Ensure all outside contractors, such as the furnace repairperson, window cleaner or independent building cleaning company, possess: a) proof of current Workplace Safety and Insurance coverage through a clearance certificate (if applicable); b) proof of current liability insurance coverage; c) the name of the individual responsible for administering the Contractor's Occupational Health and Safety Program. (See *Sample Independent Contractor Agreement*).

7. Ensure the Worker Representative receives health and safety certification training. To schedule training call the Ontario Service Safety Alliance (416-250-9111 or 1-888-478-6772, www.ossa.com).



DANGER

REQUIREMENTS for parishes that have from 6 to 20 workers:

1. Place a Health and Safety bulletin board in a prominent area of your building where workers and the general public can easily see it. Display the Workplace Safety Insurance Board (Form 82) poster the small green OHSA book, an accurate list of those who have received certification training in First Aid, an inspection card for the First Aid box, the name of the worker representative and the Parish Safety Policy described in 15 below. *(Many of these items can be found in this kit).*
2. Fill out the Emergency Numbers Card *(also found in this kit)* and post it near all telephones that are accessible to the public, as well as office phones.
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4. Create a station for the First Aid kit, possibly in a cupboard in the parish hall and another one in the church. Make sure it is marked with a big, bold sign and is in a room the general public can easily access.
5. Ensure at least one worker has received certification training in First Aid and is in charge of stocking the First Aid box and maintaining the station. For First Aid training call one of the agencies listed above.
6. Have the parish workers select a Worker Representative. This person is to be paid their regular wages for the time it takes to fulfil the health and safety duties associated with being a worker rep.
7. Ensure the Worker Representative conducts a monthly workplace inspection of the building(s). The kit provides you with a sample inspection form to be filled out each month.
8. Collect and store Material Safety Data Sheets (MSDS) for all hazardous materials, such as those used for cleaning and in photocopiers, etc. Even though many

cleaning fluids, like bleach, are common household products purchased at the local grocery, they are hazardous chemicals and churches, as a place of employment, must ensure all hazardous products are properly labeled and managed. (See *Sample MSDS for bleach*). Most MSDS can be found on the Internet or from a product supplier. WHMIS and MSDS, www.hcsc.gc.ca/ehp/ehd/psb/whmis.htm or www.fishersci.ca/msds.nsf.

9. Ensure all workers are trained to do their work safely and in a manner that reduces risk of workplace injury or illness. In a parish, this will likely require written instructions for changing light bulbs in high ceilings, using “wet-floor” signs when washing floors, and correct procedures for handling lawn mowers, snow blowers and other equipment. (See *the Safety Check Sheets*). Safety materials and equipment can be purchased from a safety supply company found in your yellow pages under Safety Equipment.

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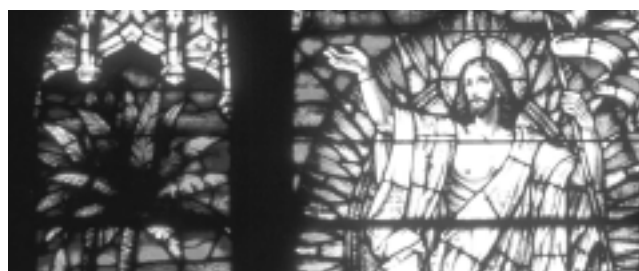
14. Put health and safety on the Advisory Board agenda and make changes in the building or in work practices to reduce hazards.

15. Establish a Health and Safety Policy and Program and have it approved by the Advisory Board or Executive Committee. (A core template is provided along with other relevant sections you may use when putting together the parish program.)

16. Cooperate with the Ministry of Labour Inspectors at all times, especially when they visit the parish.

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2. Ensure that as many staff as possible receive First Aid training, particularly if they work on their own or are responsible for supervising others.
3. Wherever possible, have the supervisor or one of the churchwardens accompany the worker representative when conducting the monthly workplace inspection.
4. Ensure all outside contractors, such as the furnace repairperson, window cleaner or independent building cleaning company, possess: a) proof of current Workplace Safety and Insurance coverage through a clearance certificate (if applicable); b) proof of current liability insurance coverage; c) the name of the individual responsible for administering the Contractor's Occupational Health and Safety Program. (See *Sample Independent Contractor Agreement*).
5. Ensure the Worker Representative receives health and safety certification training. To schedule training call the Ontario Service Safety Alliance (416-250-9111 or 1-888-478-6772, www.ossa.com).



IN THE CASE OF AN ACCIDENT, the parish is required to:

1. Provide First Aid immediately whenever there is an injury and arrange for transportation to get medical care.
2. Record all First Aid treatment and keep it on file. If the worker is covered by WSIB, complete Form 7 and ask the worker to sign it or complete Form 6. Send the Form in within three days (www.wsib.on.ca/wsib/wsibsite.nsf/public/Forms).
3. **If the injury is critical, immediately phone the Ministry of Labour (416-314-5421) and inform your area bishop. A critical injury is a serious injury that places life in jeopardy, produces unconsciousness, serious loss of blood, fracture of a leg or arm, amputation of a leg or arm, hand or foot, burns to most of the body or loss of sight in one or both eyes.** Note: By law, the scene of the accident must not be disturbed (except to save a life, relieve suffering, or prevent unnecessary damage to equipment or property) until permission to do so is given by the Ministry of Labour.
4. Ensure the supervisor, worker representative, worker and possibly witnesses independently write an accident report which is received and filed by the churchwardens.
5. Pay full wages and benefits for the day on which the injury occurred.
6. Cooperate to have the worker return to work easily and safely by completing a Functional Abilities Form for WSIB, if applicable, or by obtaining information from a medical practitioner.

MANY OF THE FORMS AND TEMPLATES in this kit can also be found on our diocesan web site: www.toronto.anglican.ca

Other helpful web sites:

- > Education Safety Association of Ontario, www.esao.on.ca
- > Government laws, e-laws.gov.on.ca
- > Guide to the Occupational Health and Safety Act, www.gov.on.ca/LAB/ohs/g_ohse.htm
- > Canadian Centre for Occupational Health and Safety, www.ccohs.ca
- > Workplace Safety Insurance Board, www.wsib.ca

NOTE: This document is intended only as a resource tool to assist churchwardens become familiar with the key principles of occupational health and safety. This is not intended as a comprehensive summary of occupational health and safety requirements in the workplace. Each churchwarden is responsible for reviewing the Occupational Health and Safety Act and all other applicable regulations and ensuring it is complied with and enforced. This document in no way relieves each parish or ministry from its statutory duties and responsibilities as an employer.

Relevant Legislation:

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| (i) WSI Act, Regulation 1101, Section 3 | (vi) OHS Act, Section 9(36) | (xi) WSI Act, Section 21 |
| (ii) WSI Act, Regulation 1101, Section 1(1)(b) | (vii) OHS Act, Section 8(6) | (xii) OHS Act, Section 25(2)(j) |
| (iii) WSI Act, Regulation 1101, Section 9(1) | (viii) OHS Act, Section 27(2)(b) | (xiii) OHS Act, Section 62(1) |
| (iv) WSI Act, Regulation 1101, Section 1(3) | (ix) OHS Act, Section 25(1)(a,d) | (xiv) WSI Act, Regulation 1101, Section 1(b)(ii) |
| (v) WSI Act, Regulation 1101, Section 1(2) | (x) OHS Act, Regulation 85. | (xv) OHS Act, Section 43(3) |