

## Health, Safety and Environment

In order to comply with the Canada Labour Code Part II, Canadian regulations and the Environmental Protection Act, Staff of the Non-Public Funds, Canadian Forces has comprehensive programs and encompassing policies, guidelines, procedures, and training activities in place. They provide managers with various management tools and techniques to reduce accidental losses and damages to the environment.

The Occupational Health and Safety (OHS) and Environmental Management System (EMS) programs contribute to reducing workplace related injuries, material losses and contamination of the environment. They also promote and enhance the overall well-being of employees, customers and contractors and are essential to achieving a healthy, safe and less stressful workplace.

The elements addressed by the Occupational Health and Safety Programs are:

- National Occupational Health and Safety Policy Committee
- Workplace Occupational Health and Safety Committee
- Job Hazard Analysis
- Emergency Preparation, Response and Evacuation
- Occupational Health and Safety (OHS) Training
- Occupational Health and Safety Inspection
- Refusal to Work
- Food Safety
- Internal Complaint Resolution
- Accident Investigation and Reporting
- Fire Prevention
- Environmental Management System
- First Aid and CPR
- Personal Protective Equipment
- Employees Working Alone
- Control of Pesticides
- Ergonomics
- Playspace and Equipment Safety

### **A safe work environment requires everybody's active involvement and participation**

It is our goal to ensure that everyone takes a personal interest in identifying, reporting and eliminating environmental, health and safety hazards in the workplace.

The policy is extensive and it is recommended that you read it and refer to it when you have questions. It explains in detail the responsibilities of the employer, managers and employees in regards to OHS and EMS obligations. Ensuring a safe and healthy work environment is a responsibility shared by all, which is why we are highlighting a few important items below:

<b>Unit</b>	<b>Responsibilities</b>
Employer	<p>Apply the policy and its procedures.</p> <p>In regards to accident investigation and reporting: ensure the manager or supervisor is knowledgeable of his or her responsibility in regards to minor or serious injuries, death and preventing and reporting procedures of hazardous occurrences in the workplace.</p>
Environmental Health and Safety Manager through Human Resources	<p>Develop guidelines for the regulation of specific OHS issues and national training standards for programs.</p> <p>Monitor compliance by means of field reviews and visits.</p> <p>In regards to accident investigation and reporting: report, complete, distribute and track claims and appeal processes while ensuring provincial regulations are respected.</p>
Managers and Supervisors	<p>Ensure the workplace is free of environmental, health and safety hazards.</p> <p>Ensure the application of the policy.</p> <p>In regards to accident investigation and reporting: initiate follow through when an employee does not report to work the day following an injury or an illness in the workplace.</p>
Employees (customers and contractors)	<p>Observe safe work practices and report unsafe or unhealthy working conditions.</p> <p>Report to their immediate supervisor, any situation which is believed to be a contravention of the environmental or OHS guidelines.</p> <p>Report to their immediate supervisor, orally or in writing, any incident, accident or other occurrence without delay.</p> <p>Seek first aid assistance in case of injury or occupational disease, complete the register and request medical assistance if necessary.</p> <p>Cooperate with their manager, supervisor, investigator or Human Resources Manager to complete appropriate forms and reports and participate in the return to work program.</p>