

Workplace Occupational Health and Safety Policy

Intent

T&C Communications is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. T&C will make every effort to provide a safe and healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury. T&C is ultimately responsible for worker health and safety, and will take every possible reasonable precaution for the protection of our employees.

T&C is committed to promoting a safe and healthy workplace for all employees, contractors, customers, and visitors. In pursuit of our commitment, T&C will develop, implement, and enforce such policies and procedures as promote and provide a healthier, safer work environment. T&C understands the importance of safety to the well-being and productivity of its people, and strives to safeguard the workplace from injury and malfeasance arising from dereliction of duty towards safety.

T&C will act in compliance with all applicable local, federal, and provincial workplace health and safety legislation.

Guidelines

Employee Responsibilities

Board members and executives

- Supply an effective strategy that can manage the occupational health and safety concerns of T&C Communications.
- Ensure that resources are allocated and governed properly to achieve the health and safety requirements of employees, and that their policies comply with T&C Communications' legal obligations.
- Foster a workplace culture of safety with appropriate leadership.
- Review the policies' efficacy on an annual basis, and revise where necessary.

Managers

- Assist in developing, implementing, and enforcing T&C Communications policies and procedures.
- Continually promote health and safety awareness with instruction, information, training, and supervision to ensure the safe performance of employees.
- Use the process of hazard identification, risk management, and incident investigation.
- Perform occupational health and safety inspections of the workplace to identify and control any and all hazards to employees.
- Be accountable for the health and safety of workers under their supervision.
- Ensure that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures.
- Ensure that employees receive adequate training in their specific work tasks to protect their health and safety.
- Conduct health and safety meetings.

Human Resources

- Liaise with government agencies to ensure workplace health and safety compliance.
- Act as an advisor to management on safety and health policy issues.

- Coordinate health and safety inspections, and follow up to ensure the completion of necessary corrective actions.
- Develop best practices.
- Design and develop accident and incident reports and investigation procedures.
- Maintain an up-to-date working knowledge of health and safety regulations as mandated locally, federally, or by the province or territory.
- Design and develop company policies and procedures on workplace safety and health issues.
- Review injury and illness trends, and identify problem areas and solutions.

Health and safety committee/representative (where applicable)

- Identify actual and potential hazards.
- Evaluate these hazards.
- Recommend corrective action.
- Follow up on implemented recommendations.
- Ensure health and safety education programs are established and maintained.

Employees

- Comply with occupational health and safety policies and procedures.
- Notify managers of any health and safety concerns so that they may be dealt with promptly.
- Protect their own health and safety by working in compliance with the law and safe work practices and procedures established by the company.
- Use appropriate personal protective equipment as required.
- Report unsafe or potentially hazardous conditions, without fear of reprisal, to their manager or Human Resources.

All staff:

- Complete any and all required occupational health and safety training.
- Perform their duties in a manner conducive to a safe workplace, following all safety practices and procedures.
- Report any incident, injury, or hazard as outlined in procedures.
- Report any acts of violence or harassment in the workplace.
- Promote a hazard-free workplace.
- Learn the posted emergency plan detailing their facilities procedures pertaining to fire, weather, or medical emergency.

**We are all responsible for health and safety at T&C Communications.*

Communication

T&C Communications encourages open communication on health and safety issues; it is essential to providing an injury-free and productive work environment.

- Employees who voice or identify a health and safety concern will not be subject to retaliation.
- Health and safety comments will be reviewed by Human Resources. Human Resources will initiate an investigation on each reported or potential hazard.
- Employees are encouraged to inform their supervisor or Human Resources of any matter they perceive to be an actual or potential workplace hazard.
- Communication can be written or oral, and may be anonymous, if so desired.

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the Occupational Health and Safety Policy of T&C Communications. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name:

Signature:

Date:

Witness:
