



Policy Name: Health and Safety

Date Approved: October 21, 2024

Next Review Date: September 2027

Preamble

The Northern Ontario Curling Association (NOCA) is committed to providing a safe workplace for all of its workers. We recognize that all workers have the right to work in a safe and healthy environment, consistent with the *Occupational Health and Safety Act* and any other applicable legislation.

Definitions

These words will have the following meanings in this policy:

“Employer” - means, a person who employs one or more workers. This includes someone who contracts for a worker’s services.

“Worker” - means, a person who is paid or volunteers to supply services.

“Workplace” - any place where business or work-related activities are conducted. It includes but is not limited to, the Northern Ontario Curling Association office, work-related social functions, work assignments outside the Northern Ontario Curling Association office, work-related travel, and workrelated conferences or training sessions.

“OHS” - Occupational Health and Safety Act

“WSIB” - Workplace Safety Insurance Board

Purpose

This policy will outline the commitment to safety of the Northern Ontario Curling Association to its workers and outline the procedures to be taken in the event of a health and safety event or incident.

Policy

1. This policy applies to all workers of the Northern Ontario Curling Association when they are conducting business on behalf of the Northern Ontario Curling Association.
2. The Northern Ontario Curling Association will comply with the Occupational Health and Safety Act.
3. The Northern Ontario Curling Association will provide a safe and healthy work environment by eliminating or minimizing the hazards that can cause accidents or injuries.
4. The Northern Ontario Curling Association will provide adequate training to address workplace hazards.
5. The Northern Ontario Curling Association will ensure safety issues are addressed promptly.
6. The Northern Ontario Curling Association will encourage the cooperation of its workers in putting good health and safety policy into practice.
7. The Northern Ontario Curling Association shall ensure that each employee provides current emergency contact information to the Board of Directors for use in the event of employee accident or injury. That information shall be kept confidential by the Executive Director, the President and the Secretary/Treasurer. This information shall be provided on form SF-4 which can be found in the *Concussion and Concussion Code of Conduct (Ontario)* Policy.

In Case of Injury

8. **Employee Responsibilities:**
 - a) Get First Aid Immediately if required
 - b) Tell the Executive Director or President about the injury as soon as possible
 - c) Complete "Incident Report" within 24 hours
 - d) Inform Executive Director or President as soon as possible if medical attention is sought following initial refusal
 - e) If outside medical attention is sought, complete a WSIB eForm 6
 - f) Cooperate with any reporting and investigations of the incident
 - g) Cooperate in the Early and Safe Return to Work plan for the worker
9. **Employer Responsibilities:**
 - a) Ensure employee gets first aid if needed
 - b) Determine if immediate outside medical attention is necessary - call 911 or arrange and pay for transportation
 - c) Contact the employee's emergency contact person
 - d) Ensure "Incident Report" is filed within 24 hours of the incident, and the Chair of Council is notified
 - e) Determine if WSIB eForm 6 and eForm 7 need to be completed

- f) Provide copy of eForm 7 to employee and report to WSIB within 3 days of incident if;
 - I. Employee receives outside medical attention
 - II. Employee misses time from work after the day of incident
 - III. Employee receives less wages because of an injury/illness
- g) Cooperate with any reporting and investigations of the incident.
- h) Cooperate in the Early and Safe Return to Work plan for the worker.

Reporting

- 10. Any incident affecting the health and safety of any worker or representative of the Northern Ontario Curling Association shall be documented on an Incident Report form within 24 hours of the incident.
- 11. Filing a Claim with WSIB
 - a) File the eForm 7 within 3 calendar days of incident report and provide employee with a copy
 - b) Submit a preliminary eForm 7 if all information is not available at time of submission deadline noting "inquiries continuing – further information to follow"
 - c) Attach a letter and/or other additional documentation if there are concerns or discrepancies
 - d) The WSIB must receive the complete incident report within 7 business days after employer learns of reporting obligation
- 12. Failure to comply with the OHSA may result in significant fines and possible jail time for both individuals and corporations.