

## **Workplace Health and Safety Policy**

The Royal Agricultural Winter Fair ("RAWF") is committed to the health and safety of its workers. Protection of workers from injury or occupational disease is a major continuing objective. The RAWF will continue to uphold its duties and responsibilities under the *Occupational Health & Safety Act*. The RAWF will make every effort to provide a safe work environment.

The RAWF and employees both play a key role in preventing and reducing the risk of injury. Supervisors will ensure that safe work practices and procedures are used. Employees must protect their own health and safety and the health and safety of the people around them by complying with the law and safe work practices and procedures established by RAWF. The RAWF will provide employees with training and information to protect health and safety.

Charlie Johnstone, CEO

Royal Agricultural Winter Fair

## **Occupational Health & Safety Program**

### **A. Health and Safety Responsibilities**

The RAWF's senior management is responsible for:

- providing medical/first aid facilities;
- providing a safe and healthy workplace;
- setting up and maintaining a health and safety program;
- reviewing projects and monitor compliance with the health and safety program;
- ensuring that employees are properly trained in the health and safety program;
- providing health and safety information to employees;
- ensuring compliance with the health and safety program as well as legal requirements;
- encouraging accident prevention; and
- considering an employee's steps to prevent accidents and safety performance in employee evaluations.

Supervisors are responsible for:

- ensuring protective equipment, safety materials, and first aid supplies are provided;
- investigating and reporting all accidents and injuries;
- on-site accident prevention;
- ensuring injuries are treated;
- monitoring health and safety performance of workers;
- ensuring compliance with the law and the health and safety program;
- reporting accidents and injuries to senior management and the applicable government authorities as required by law and the health and safety program;
- investigating incidents;
- taking steps to prevent accidents;
- ensuring that the health and safety program is being carried out;

- ensuring that protective equipment required by law and by the health and safety program is used and maintained properly by workers and that workers understand the reasons for its use;
- consulting with the health and safety representative;
- instructing workers on proper work practices;
- checking work practices and work areas for hazards and take corrective action where required; and
- reviewing hazards and safe work procedures with new workers.

Workers are responsible for:

- complying with the law;
- reporting unsafe situations, injury and illness immediately;
- complying with the health and safety program;
- working safely;
- assisting new workers with recognizing hazards and following proper procedures; and
- where applicable, participating in joint health and safety committees.

The joint health and safety committee is responsible for:

- identifying potential health and safety issues in the workplace;
- making recommendations to the RAWF;
- assisting with accident investigations;
- inspecting the workplace;
- assisting with work refusals;
- identifying hazards, risks and situations that may pose a danger;
- reviewing health and safety reports; and
- assisting in the resolution of work refusals and reports of dangerous circumstances.

At least half of the members of the joint health and safety committee shall be workers who do not exercise managerial functions.

At least two members of the joint health and a safety committee shall be certified.

In addition to the above mentioned responsibilities, all employees must be familiar with the *Occupational Health and Safety Act* and all applicable regulations, and with the requirements of the health and safety program. Employees must know their duties and responsibilities, as well as have the ability and training to perform them. As well, employees must have the authority to either carry out their responsibilities and duties personally or delegate them.

## **B. Hazard Reporting**

### **Purpose**

The purpose of hazard reporting is to try to stop accidents before they occur. Employees must be aware of their surroundings to prevent injury if possible.

### **Objective**

The RAWF's objective is to eliminate the possibility of injury due to hazards that have not been identified. We need to keep the workplace a safe environment, and our workers need to be able to report any danger that may cause risk to the employee.

### **Standard**

The RAWF encourages all of its employees to take time to walk around the workplace and get a feel for their surroundings before starting any work. Employees shall report any problem areas immediately. If the areas of concern pose a threat to the health and safety of an individual, that individual must report immediately to the supervisor on site. The supervisor will assess the situation and take necessary steps to correct the problem. If the situation requires a great deal of attention, then action must be taken.

The RAWF has put into place a set of standards that employees will follow when reporting hazards:

1. Each employee will inspect the workplace prior to commencing work.
2. Each employee will record any hazardous conditions on the job site.
3. Any hazards that are detected must be reported immediately to the acting site supervisor. The supervisor will then assess the degree of hazard and act accordingly.
4. The supervisor will determine if a third party will need to be called in.
5. The employee must always be aware of his/her surroundings. It is the responsibility of the worker to report anything that he/she deems as hazardous.

### **Training**

Training will be provided to all workers. Employees will review on their own time or at our head office by reviewing booklets and/or training videos.

### **Evaluation**

Elements will be reviewed on an annual basis to determine if the expectations are being met and training is adequate. Feedback from employees is an excellent tool to evaluate the training.