



Policy Name: Health and Safety

Policy Number: PSO-020

Date Approved: September 2026

Next Review Date: July 2027

Introduction

1. The Ontario Curling Association (Curling Ontario) is committed to providing and maintaining a safe and healthy environment for its employees, volunteers, contractors, program participants, and visitors. This Health and Safety Policy outlines our commitment to preventing workplace injuries and illnesses in accordance with the Ontario Occupational Health and Safety Act (OHSA).

Scope

2. This policy applies to all Curling Ontario employees, part-time and temporary staff, volunteers, and independent contractors. While Curling Ontario operates virtually and does not own or manage physical facilities, its programs take place in venues owned and operated by third parties. Curling Ontario is committed to ensuring that its personnel operate safely within those environments by promoting safe practices, providing training, and coordinating with facility operators to support a healthy and safe experience for all.
3. This policy applies to all workers of Curling Ontario when they are conducting business on behalf of Curling Ontario.
 - a. Curling Ontario will comply with the Occupational Health and Safety Act.
 - b. Curling Ontario will provide a safe and healthy work environment b
 - c. eliminating or minimizing the hazards that can cause accidents or injuries.
 - d. Curling Ontario will provide adequate training to address workplace hazards.
 - e. Curling Ontario will ensure safety issues are addressed promptly.
 - f. Curling Ontario will encourage the cooperation of its workers in putting good health and safety policy into practice.
 - g. Curling Ontario shall ensure that each employee provides current emergency contact information to Curling Ontario for use in the event of employee accident or injury. That information shall be kept confidential by the CEO.

Legal Framework

4. This policy is guided by the Ontario Occupational Health and Safety Act (OHSA), its regulations, and other applicable standards. Curling Ontario will comply with all relevant legislation and ensure that health and safety responsibilities are clearly communicated and understood.

Roles and Responsibilities

5. The roles and responsibilities of individuals associated with the Ontario Curling Council.
 - a) Governance Committee : Provide oversight and ensure health and safety remains a priority for the organization. Review and approve this policy and support continuous improvement efforts.
 - b) CEO: Ensures the implementation of this policy and allocate resources for health and safety. Act as the designated health and safety lead.
 - c) Supervisors: Provide proper training and supervision, identify hazards, and ensure compliance with safety procedures.
 - d) Workers (Employees): Follow safe work practices, report hazards, and participate in training.
 - e) Volunteers and Contractors: Adhere to Curling Ontario's health and safety requirements and report any unsafe conditions.

Health and Safety Coordination

6. The CEO shall act as the designated Health and Safety Representative. This includes overseeing incident reporting, training, and continuous improvement efforts.

Hazard Identification and Risk Assessment

7. Curling Ontario will routinely assess its activities, facilities, and programs to identify and mitigate risks. Hazards will be documented, evaluated, and addressed in a timely manner.
 - a. Special attention will be given to sport-specific risks associated with curling, including but not limited to:
 - (i) Slips and falls on ice surfaces
 - (ii) Injuries from curling stones or brooms
 - (iii) Cold exposure in rink environments
 - (iv) Concussions due to falls or impact

Reporting Procedures

8. All employees, volunteers, and contractors must report any workplace hazard, injury, illness, or incident to the CEO immediately. Reports may be made verbally or in writing and will be investigated promptly.

9. If a workplace injury or illness results in medical treatment, lost time from work, or modified duties, the CEO shall ensure that
 - a. A report of the incident is reported to the Ministry of Labour within 48 hours of the incident.
 - b. A “Report of a workplace fatality, injury, illness or incident” is filled out and submitted online.
 - c. The injured worker is informed that a report has been filed.
 - d. Records of the incident and associated documentation are maintained in accordance with OHSA requirements.
 - e. A summary of incident reports filed will be included in the Operations report prior to each monthly Board meeting.

Investigation and Follow-Up

10. All incidents and near misses will be investigated to determine root causes and implement corrective actions. Investigation results and action plans will be documented.

Training and Orientation

11. All individuals covered by this policy will receive appropriate health and safety training during onboarding and periodically thereafter. Training will include emergency procedures, reporting protocols, specific hazard awareness—including curling-specific risks—and relevant health and safety policies. Training plans will be incorporated into the annual operations plan.

Emergency Procedures

12. Emergency procedures for fire, medical emergencies, severe weather, and facility evacuations will be clearly communicated, especially when operating in third-party facilities. Curling Ontario will coordinate with facility operators to ensure personnel are informed and prepared.

Workplace Violence and Harassment Policy

13. Curling Ontario maintains a separate Workplace Violence and Harassment Policy in accordance with OHSA. This policy is available to all employees and volunteers and must be reviewed during onboarding.

Return to Work

14. Curling Ontario will support the safe and timely return to work of employees who have been absent due to a work-related injury or illness through individualized return-to-work plans.

Mental Health and Wellness

15. Curling Ontario recognizes the importance of mental health and will strive to provide resources and support for mental wellness, including access to external resources and promoting a positive organizational culture.

Related Policies

16. Curling Ontario also maintains a Concussion Policy, which provides guidance for the prevention, recognition, and management of concussions related to curling activities. All staff, volunteers, and participants must be familiar with and follow the Concussion Policy.

Monitoring and Continuous Improvement

17. This policy and its implementation will be reviewed annually or as needed to ensure effectiveness. Feedback will be solicited from staff and volunteers to support continuous improvement.

**Curling Ontario
Incident Report Form**

Use this form to report any workplace accident, injury, incident, close call or illness.

Return completed form to the CEO.

This is documenting an:

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Lost Time/Injury

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First Aid

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Incident

☐

Close Call

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Observation

Details of person injured or involved (to be filled in by person injured / involved if possible)

Person Completing Report: _____ Date: _____

Person(s) Involved: _____

Event Details

Date of Event: _____ Location of Event: _____

Time of Event: _____ Witnesses: _____

Description of Events (Describe tasks being performed and sequence of events):

*If more space is required please attach additional paper.

Was event / injury caused by an unsafe act (activity or movement) or an unsafe condition (machinery or weather)? Please explain:

TO BE COMPLETED ONLY IF LOST TIME/INJURY OR FIRST AID WAS REQUIRED	
Type of injury sustained:	
Cause of lost time/ injury or first aid:	
Was medical treatment necessary?	Yes_____ No_____ If yes, name of hospital or physician:

Signature of Employee: _____ Date: _____

Signature of CEO: _____ Date: _____