

	<p><b>Policy Name:</b> Health and Safety</p> <p><b>Policy Number:</b> PSO-020</p> <p><b>Date Approved:</b> October 3, 2020</p> <p><b>Next Review Date:</b> July 2026</p>
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**PREAMBLE**

Curling Ontario 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 to perform or supply services and volunteers.
- Workplace:** means, any place where business or work-related activities are conducted. It includes but is not limited to, the Curling Ontario Office, work-related social functions, work assignments outside the Curling Ontario Office, work related travel, and work related conferences or training sessions
- OHSA:** Occupational Health and Safety Act

**PURPOSE**

**This policy will outline the commitment to safety of Curling Ontario 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 Curling Ontario when they are conducting business on behalf of Curling Ontario.
2. Curling Ontario will comply with the Occupational Health and Safety Act.
3. Curling Ontario will provide a safe and healthy work environment by eliminating or minimizing the hazards that can cause accidents or injuries.
4. Curling Ontario will provide adequate training to address workplace hazards.
5. Curling Ontario will ensure safety issues are addressed promptly.
6. Curling Ontario will encourage the cooperation of its workers in putting good health and safety policy into practice.
7. 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 Executive Director, the Chair, the Secretary/Treasurer and the Administrative Coordinator. This information shall be provided on form SF-4 which can be found in the Concussion Guidelines Policy.

## **In Case of Injury**

8. Employee Responsibilities:
  - a) Get First Aid Immediately if required
  - b) Tell the Executive Director or Chair about the injury as soon as possible
  - c) Complete "Incident Report" within 24 hours
  - d) Inform the Executive Director or Chair as soon as possible if medical attention is sought following initial refusal
  - e) If outside medical attention is sought, complete a WSIB [eForm 6](#)  
Cooperate with any reporting and investigations of the incident.
  - f) 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 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 Curling Ontario 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 accident report within 7 business days after employer learns of reporting obligation
- 12. Failure to comply with the OHS Act may result in significant fines and possible jail time for both individuals and corporations.

## Curling Ontario Incident Report Form

Use this form to report any workplace accident, injury, incident, close call or illness.  
Return completed form to Curling Ontario's Chair.

**This is documenting an:**

Lost Time/Injury    
  First Aid    
  Incident    
  Close Call    
  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):

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\*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:

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<b>TO BE COMPLETED ONLY IF LOST TIME/INJURY OR FIRST AID WAS REQUIRED</b>	
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 Chair: \_\_\_\_\_ Date: \_\_\_\_\_