



**CANADIAN
BLIND
HOCKEY**

**HOCKEY
SONORE
CANADA**

CANADIAN BLIND HOCKEY HEALTH & SAFETY POLICY

Classification: BOARD OF DIRECTORS POLICY	
Policy Section/Contact: Board of Directors	Approved By: Board of Directors
Effective Date: September 11 2024	Next Review Date: September 2025

Please note:

Any reference to CBH throughout this document is inclusive of Canadian Blind Hockey and “employees and volunteers” includes participants, special guests and all parties involved with a CBH program and/or event.

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POLICY STATEMENT

Management is committed to the health and safety of all of its employees, volunteers, participants and visitors and will make every reasonable effort to eliminate any hazards that may cause accidents or injuries. Our objective is to provide a safe and healthy work environment and to protect our employees, volunteers, clients and visitors from workplace injury or occupational disease at any event or program arena/setting. Both management and employees are required to make every effort to ensure that legislative requirements are met, to maintain the highest safety standards and to provide and participate in all required health and safety training.

We promote a violence-free workplace where all employees respect one another and work together to achieve common goals. Any act of violence or harassment committed by or against any employees, volunteers, clients and visitors is unacceptable and will not be tolerated.

Managers will be held accountable for the health and safety of employees and volunteers under their supervision. Managers are responsible to ensure that equipment is safe to use and that employees and volunteers work in compliance with established safe work practices and procedures.

All employees and volunteers shall take care to protect their individual health and safety by working in compliance with the law and according to safe work practices and procedures. Employees and volunteers shall receive training in their specific work tasks to protect their health and safety.

It is in the best interest of all parties to consider health and safety in every activity. Our commitment to health and safety forms an integral part of this organization, at all levels.

EMPLOYER RESPONSIBILITIES

The employer is responsible for implementing and maintaining its Health and Safety and its Workplace Violence and Harassment policies. The duties of the employer are described below, and shall be adhered to across all CBH locations during programs and events:

- To develop and review a written health and safety policy on an annual basis.
- To develop and maintain an ongoing health and safety system that adheres to applicable legislation.
- To identify and control potential hazards in the workplace and adherence to health and safety processes, and CBH's Workplace Violence and Harassment policy.
- To ensure all equipment, materials and protective devices are in safe working condition, regularly maintained and used in accordance with the regulations.
- Duty to acquaint, inform and train managers, employees and volunteers to potential hazards in and around the workplace and in the handling, storage, use, disposal and transport of any equipment, substances, tools, materials, etc. if applicable.
- To safely store and maintain accurate records of the handling, storage, use and disposal of biological chemical and physical agents.
- To provide information, instruction and supervision to protect the health and safety of employees and volunteers.
- To appoint a competent manager and to provide legislatively required health and safety training.
- To comply with regulations under the Occupational Health and Safety Act.
- To take every reasonable precaution to protect the health and safety of employees and volunteers, which includes taking reasonable precautions to prevent workplace violence and harassment.

- To provide a workplace that is free from intimidation, threats of violence and acts of violence and harassment.
- To investigate all reported incidents of workplace violence and harassment in an objective and timely manner.
- To have the following information accessible to all CBH employees and volunteers:
 - Occupational Health and Safety Act
 - CBH Health and Safety Policy
 - CBH Workplace Violence and Harassment Policy
 - CBH Emergency Policy

SUPERVISOR RESPONSIBILITIES

It should be noted that the term "supervisor" as used in the Act effectively applies to all persons who have "charge of a workplace or authority over a worker". The supervisor is a "competent" person appointed by management who shall:

- Ensure that the employee, or volunteer uses or wears the equipment, protective devices or clothing that CBH and/or safety regulations require to be used or worn.
- Ensure that the employee, or volunteer works in a safe manner and with the protective equipment, devices, measures and procedures required by the Act.
- Where so prescribed, provide the employee or volunteer with written instructions as to the measures and procedures to be taken for their personal protection.
- Advise the employee, or volunteer of the existence of any potential or actual danger to their health or safety of which the supervisor is aware.
- Take every precaution reasonable in the circumstances for the protection of the employee, or volunteer.
- Provide information, instruction, and supervision to the employee, or volunteer to protect their health and safety.
- Report any suspected workplace violence and/or harassment.
- Investigate reported incidents of workplace violence and/or

harassment in a timely manner.

- Provide instruction to the employees, or volunteers, if necessary, on how to recognize workplace hazard, violence and/or harassment, procedures for reporting and investigating.

EMPLOYEE, PARTICIPANT AND/OR VOLUNTEER RESPONSIBILITIES

Employees, participants and volunteers have a duty to work in compliance with the Act and regulations. Employees and volunteers must be familiar with the Act and with any regulations applicable to them.

An employee or volunteer shall:

- Work in compliance with the provisions of the Act and the regulations.
- Use equipment, protective devices and clothing provided by CBH.
- Report to their supervisor the absence of or defect in any equipment or protective device of which they are aware and which may endanger them or others.
- Report to their supervisor any contravention of the Act or the regulations or the existence of any hazard of which he or she knows.
- Have the right to know about any potential hazards to which they may be exposed. This means the right to be trained and to have information on machinery, equipment, working conditions, processes and hazardous substances.
- Have the right to refuse work that they believe is dangerous to either their own health and safety or that of another.
- Have the right to participate in decisions affecting workplace health and safety.
- Report any threat, act of violence that they have witnessed, received, been informed of, or suspected workplace violence and/or harassment to his/her supervisor.
- Co-operate with any efforts to investigate and resolve matters arising from a workplace violence and/or harassment incident.

Note:

No employee or volunteer shall be subjected to criticism, reprisal, retaliation or disciplinary action for reporting such acts pursuant to the Workplace Violence and Harassment Policy. Furthermore, no action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds.

No employee or volunteer shall:

- Remove or make ineffective any protective device required by the regulations or by his/her employer without providing an adequate temporary device and, when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately.
- Use or operate any equipment, machine, device or thing or work in a manner that may endanger himself/herself or any others.
- Engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.
- Be required to participate in prescribed medical surveillance programs without his or her consent.

CBH SAFETY RULES

In order to maintain a healthy and safe working environment, employees and volunteers are required to adhere to the following basic rules:

1. Do not leave machinery like skate sharpeners, hockey equipment or other obstacles unattended in hallways, stairways or other areas traveled by individuals with vision loss.
2. Always keep to the right of the corridor or pathway in any arena. Do not walk three abreast.
3. Where it is absolutely necessary to stand in the corridors, be aware of individuals with vision loss approaching.
4. Push doors open gently - always remember that someone may be on the other side.
5. Alert a health and safety representative and/or the Property Department of any hazards observed that could jeopardize the

health and safety of a person with vision loss, blind/deaf blind, or persons with other disabilities.

6. All work injuries, regardless of severity, must be reported immediately to the supervisor.
7. Any individual who makes a substantial threat, exhibits threatening behavior or engages in violent acts on company property shall be subject to removal from the premises as soon as safety permits.

OCCUPATIONAL HEALTH AND SAFETY ACT

The purpose of the Act is to secure employees, volunteers and self-employed persons from risks to their safety, health and physical well-being arising out of, or in connection with, activities in their workplaces. The Act fosters the internal responsibility system and imposes both general and specific duties on the workplace parties to protect health and safety. It gives employees/volunteers three basic rights:

The right to know...

We support employees' and volunteers' right to know by making sure they receive:

- information about the hazards in the work they are doing
- training to do the work in a healthy and safe way
- competent supervision to stay healthy and safe.

The right to refuse...

Employees and volunteers have the right to refuse to perform work that they have reason to believe is unsafe for them or others. Management will respect that right by taking reasonable precautions in the circumstances to protect its employees and volunteers and by complying with the process for work refusals specified in the Act. If an employee or volunteer is not satisfied with the resolution and still feel the work is unsafe, a Ministry of Labour inspector may be called in to investigate.

The right to participate...

We encourage all employees and volunteers to participate in health and safety at the workplace. Employees and volunteers can get involved in workplace health and safety by asking questions, raising concerns and giving positive feedback. One of the most effective ways employees and volunteers can participate in health and safety is by becoming a Joint Health and Safety Committee member or a health and safety representative.

HAZARDS IN THE WORKPLACE

CBH is committed to working with employees and volunteers to identify workplace hazards and to minimize the risk of injury and illness from those hazards. Individuals are encouraged to identify and report hazards

immediately to their supervisor and not to wait for an inspection team to arise. Hazardous conditions or practices should be reported as soon as possible so immediate corrective action can be taken without waiting for the next round of regular inspections.

EMERGENCY AND FIRE INSTRUCTIONS

All employees and volunteers are expected to follow these rules in case of an emergency:

- Stop work and exit the building **IMMEDIATELY** when the fire alarm sounds or when you are instructed to do so. If you are with a client, please take them with you.
- Follow instructions, avoid panic, and cooperate with emergency response teams.
- Proceed to the nearest designated exit.
- Turn off computers, equipment, fans, etc., close doors, and desk drawers.
- Do NOT delay your exit from the building by searching for belongings or other people.
- When leaving the building, go to an open area away from the building. Do not obstruct fire hydrants or the responding fire/rescue workers and their equipment.
- Do not re-enter the building until instructed to do so by your manager or fire/rescue worker.

FIRST AID

We are committed to providing and maintaining first aid facilities and supplies at all CBH program and event locations for the treatment of injuries sustained by employees, volunteers, participants and visitors. Individuals should be aware of the closest location of a first aid kit and the identity of their designated first aider where available or required by the Act.

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

Workplace Hazardous Materials Information System (WHMIS) is a comprehensive plan for providing information on the safe use of hazardous materials used in Canadian workplaces. Information is provided by means of product labels, material safety data sheets (MSDS) and employee education programs.

WHMIS compliance creates a safer workplace by providing employees and volunteers with the knowledge and tools to enable them to work safely.

DISCIPLINARY MEASURES

Disregard of or failure to observe CBH's Safety Policy, Workplace Violence and Harassment Policy and/or safety rules may result in disciplinary measures up to and including termination of employment at CBH Employees and volunteers who commit a violent act or threaten to commit a violent act

may be subject to criminal prosecution and/or civil prosecution as appropriate.

NON-RETALIATION

CBH will ensure that the complainant is neither penalized nor subjected to any prejudicial treatment as a result of making the complaint. Disciplinary action will be taken against any person who takes any reprisal against a person who reports workplace violence.

CONFIDENTIALITY

Strict confidentiality is required to properly investigate an incident and to offer appropriate support to all parties involved. Disclosing confidential information about an incident may violate the privacy of the parties involved and will not be tolerated. Employees with questions or concerns about an incident should speak to their Manager, the Executive Director of CBH or a Board member in confidence.