

London Regional Children's Museum
PERSONNEL REGULATIONS
A Handbook for Employees and Volunteers

POLICIES AND PROCEDURES
OCCUPATIONAL HEALTH & SAFETY

November 2011

HEALTH & SAFETY

This policy applies to all Children's Museum employees and volunteers.

The Children's Museum is committed to providing Children's Museum patrons, employees and volunteers a safe and healthful place in which to work.

At the Children's Museum, the ultimate goal of our safety program is to make Health and Environmental Safety a *VALUE*, associated necessarily with every priority of this public institution.

- All Children's Museum employees and volunteers are provided with the necessary information and training they require, in order to make informed decisions about the healthiest and safest ways in which to provide a fulfilling experience for our patrons.
- Throughout the Children's Museum, we strive to eliminate any foreseeable hazards which may result in personal injury or illness, fire or security losses, property or environmental damage.

The Board of Directors is accountable for demonstrating leadership and setting an example in its commitment to the safety program.

Maintenance of a safe workplace by the personal execution of the safety program is the responsibility of each Children's Museum employee and volunteer.

The Joint Health & Safety Committee (JHSC) is responsible for the yearly review of this policy and the necessary programs to facilitate its implementation.

In accordance with the Health & Safety Act, the Children's Museum has the duty to

- Instruct, inform and supervise workers to protect their health and safety (S25 (2) (a));
- Appoint competent persons as supervisors (s25 (2) (b)).

The Children's Museum WHMIS Programs are designed and facilitated by the Joint Health & Safety Committee.

Hazardous Material Inventory

- 1.1) The Hazardous Material Inventory has been prepared. This inventory is updated biannually.
 - Updated information includes:
 - Product identifier;
 - Supplier/manufacture name and address;
 - Normal supply on hand including container size and quantity.
- 1.2) Any employee making any deletion or addition to the existing chemicals listed in the Hazardous Material Inventory must notify the JHSC.
- 1.3) The Hazardous Material Inventory of chemical substances and the MSDS for these substances are kept in three locations throughout the Children's Museum; the staff room on the second floor, and the facilities closets on the second and third floors.

Material Safety Data Sheet

- 2.1) MSDS for all existing chemical substances requiring such, are provided to the Children's Museum by the JHSC.
- 2.2) Updated versions of existing MSDS are provided to the Children's Museum as needed.
- 2.3) MSDS are organized in a binder located in the staff room on the second floor, and the facilities closets on the second and third floors, and in the basement and will be readily available to all employees and volunteers at all times.

Labelling Hazardous Materials

- 3.1) Whenever possible, hazardous materials used and stored at the Children's Museum are kept in their original, supplier labelled container. If smaller quantities are required, the substance will be decanted into smaller in-house containers by a knowledgeable employee.
- 3.2) In-house containers containing hazardous materials are labelled with the Children's Museum name and / or logo.
- 3.3) Storage of hazardous materials at the Children's Museum is consistent with the safety information on the MSDS.
- 3.4) Visitors, unauthorized employees and volunteers are not to have access to stored hazardous materials.

Chemical Substance

- 4.1) A new chemical substance will not be put into use until a MSDS has been received by the Children's Museum and has been made available to the JHSC.

- 4.2) Any donation of chemical substances are reviewed by the Executive Director/Facilities Manager or the JHSC.

Training

- 5.1) An educational program has been developed and implemented to train Children's Museum employees to safely handle substances to which they may be potentially exposed. This program meets existing legislative requirements, including documentation of attendance.
- 5.2) Retraining will take place as required.
- 5.3) New employees and volunteers will be oriented by the JHSC.
- 5.4) New employees and volunteers will view the CD entitled Occupational Health and Safety Orientation and are required to successfully complete the final quiz. A hard copy of the successful completion certificate will be placed in the employee or volunteer's personnel file.
- 5.5) Program evaluation and an employee review questionnaire are integrated into the program as a means of audit.

JOINT HEALTH AND SAFETY COMMITTEE

Overview

The Joint Health & Safety Committee is an advisory body reporting to the Executive Director. Its role is to stimulate awareness of safety issues, recognize workplace risks, identify workplace hazards and make recommendations for the improvement of the health and safety of Children's Museum employees, volunteers and visitors.

Functions

The functions of the Joint Health & Safety Committee are:

- To ensure that all health and safety concerns are discussed, recorded, communicated and followed up in an effective manner.
- To fulfill the requirements of the Health & Safety Act and its regulations.
- To review the Health & Safety Policy on a yearly basis.
- To recommend the establishment, maintenance and monitoring of programs to facilitate implementation of the Health & Safety Policy.
- To identify hazards in the workplace.
- To recommend improvements for the health and safety of Children's Museum employees and patrons in the light of current knowledge and practice.

Officers

- The membership elects two (2) members to fulfill the *Co-Chair* role such that one be elected by members who represent Children's Museum employees, and the other to be elected by members who exercise managerial functions. The term of office for the *Co-Chair* is a period of two (2) years.

- The membership designated two (2) members to fulfill the *Certified Member* role such that one be elected by members who represent Children's Museum employees and the other to be elected by members who exercise managerial functions. These designated members shall successfully complete the Health & Safety Agency. Both then become solely entitled to exercise the rights and perform the duties of a Certified Member as specified under the Act.

Frequency of Meetings

- Meetings will occur four (4) times annually, or at the call of the Co-Chair. Recorded minutes will be taken at all of these meetings.

Quorum

- One half of the membership constitutes a quorum.

Membership

- At least one half of the JHSC members are employees who do not exercise managerial functions. Length of term is two (2) years.
- Arrangements will be made for the selection of an employee JHSC Representative by the Children's Museum.
- Arrangements will be made for the selection of a management JHSC Representative by the Children's Museum.
- Specialists and consultants are called upon to periodically assist the JHSC.

Accountability

- The Co-Chairs report directly to the Executive Director.
- The employee and management Representatives will summarize JHSC procedure reports for the Children's Museum employees and volunteers.
- Minutes of the JHSC meetings will be distributed to all Representatives and will be posted on the staff bulletin board for the benefit of all Children's Museum employees and volunteers.

Workplace Inspection Committee

- The JHSC employee Representatives shall designated two (2) members to perform a Children's Museum physical conditions inspection every month, ensuring that the entire Children's Museum is inspected at least one (1) time each year.
- Inspection assignments are distributed equally amongst employee Representatives.

THE JOINT HEALTH & SAFETY COMMITTEE HAS THE DUTY TO:

- Inform employees, volunteers, and supervisors about any hazard in the Children's Museum (S25 (2) (C));

- Take every precaution reasonable in the circumstances for the protection of employees and volunteers (S25 (2) (g));
- Where so prescribed, provide employees or volunteers with written instructions on the measures and procedures to be taken for the employees' or volunteers' protection (S25 (1) (i));
- Carry out any prescribed training programs for employees, volunteers, supervisors and committee members (S25 (1) (j)); and
- Provide a written response to the Committee's Representative recommendations within 21 days (S9 (6b)).

JHSC MEMBERS AND REPRESENTATIVES HAVE THE DUTY TO:

- Identify workplace hazards (S8 (7));
- Inspect the workplace at least once a month (S8 (6));
- Be consulted about workplace testing (S8 (7a));
- Make recommendations to the employer (S8 (7)); and
- Investigate work refusals (S43 (4)) and serious accidents (S8 (8)).

A CHILDREN'S MUSEUM MANAGER AND SUPERVISOR HAS THE DUTY TO:

- Ensure that employees and volunteers comply with the Act and Regulations (S27 (1) (a));
- Ensure that any equipment, protective device or clothing required by the Children's Museum used or worn by the employee or volunteer (S27 (1) (b));
- Advise employees and volunteers of any potential or actual health or safety dangers known by the supervisor (S27 (2) (a));
- Where so prescribed, provide employees and volunteers with written instructions on the measures and procedures to be taken for their protection (S27 (2) (c)); and
- Take every precaution reasonable in the circumstances for the protection of employees and volunteers (S28 (2) (c)).

A CHILDREN'S MUSEUM EMPLOYEE HAS THE DUTY TO:

- Work in compliance with the Act and Regulations (S28 (1) (a));
- Use or wear any equipment, protective devices or clothing required by LRCM (S28 (1) (b));
- Report any known workplace hazards or any known violation of the Act and Regulations (S28 (1) (d));
- Not remove or make any ineffective any protective device required by Regulations (S28 (2) (a));
- Not use or operate any equipment or work in a way that may endanger any employees or volunteers (S28 (2) (b)); and
- Not engage in any prank, contest, feat of strength, rough and boisterous conduct (S28 (2) (c)).

A Children's Museum employee or volunteer who has reason to believe that:

- any machine, equipment or device that the employee or volunteer is using or is told to use is likely to endanger themselves or another person (43 (3a));
- the physical condition of the workplace or workstation is likely to endanger the employee or volunteer (43 (b)); or
- the above mentioned conditions are in violation of the act or regulations (43 ©)

may refuse to work. Upon refusing to work, the employee or volunteer must promptly report the circumstances of their refusal to their immediate supervisor who shall forthwith investigate the report in the presence of the employee or volunteer, along with a JHSC Member or Representative.

WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM (WHMIS)

Definitions:

Workplace Hazardous Material Information System (WHMIS) was brought into existence by federal and provincial legislation to provide uniform Canadian requirements for the distribution of information on the hazards of materials used in the workplace. The intent of this legislation is to provide to employees information regarding the hazards of materials used in the workplace, and to prevent occupational illness or injury from the use of WHMIS controlled products. The system is comprised of three elements:

Material Safety Data Sheets (MSDS): technical bulletins which contain detailed hazard and precautionary information, first aid procedures and disposal information.

Labels: all WHMIS products will have proper labels containing the dangers of the product and basic safety precautions to be taken.

Worker Education: instruction to the workers on hazard recognition and the effective use of labels and MSDSs.

Under this legislation there are exemptions for products regulated under the following acts, which are applicable to the Children's Museum:

1. *Pest Control Product Act*
2. *Food and Drug Act*

THE CHILDREN'S MUSEUM WHMIS PROGRAM ensures that each employee and volunteer who works with or in proximity to a "WHMIS Regulated Product" received from a supplier or donated to the Children's Museum, is informed

about all hazard information of which the Children's Museum is or ought to be aware concerning the controlled product, its use, storage and handling.

All Children's Museum employees will receive WHMIS training from the JHSC if they have not received this training elsewhere.