


2023




# TEW - Occupational Health & Safety Management System

## Policy | Programs | Procedures

By Marc-Anthony Decaria | Director of Operations

 416-252-0561

 705-413-3315

 [info@electrical-works.ca](mailto:info@electrical-works.ca)

 [electrical-works.ca](http://electrical-works.ca)

ECRA/ESA License # 7001317 | 2601 Matheson Blvd. East, Unit 14 Mississauga, ON L4W 5A8



The executive management and management of The Electrical Works Ltd. (TEW) are dedicated to providing a safe work environment that promotes occupational health and safety. Eliminating and preventing injuries and occupational illnesses at the workplace through effective administration, education, and training is a top priority for TEW.

The Electrical Works Ltd. has adopted the belief that the wellbeing of the company and clients is reliant upon the health and safety of its employees. All levels of management recognize the rights of workers to have a safe and healthy work environment, ensuring all reasonable precautions be taken for the protection of all parties. In addition to this belief, TEW is dedicated to following the applicable Occupational Health and Safety legislation pertaining to the work performed and beyond. All workplace parties have the responsibility to protect themselves as well as their fellow workers' health and safety by complying with Occupational Health and Safety Act (OSHA), authorities having jurisdiction, as well as TEW policies and procedures. It is the responsibility of all workers to report any incidents or hazards, to prevent future incidents from occurring and to ensure that matters are rectified within the acceptable limits set out in this policy.

The Electrical Works Ltd. understands that health and safety is a joint responsibility of all workplace parties and can only be implemented with the participation of all individuals affected by this policy. TEW is committed to review of this policy with all relevant personnel, to continue to develop and implement the practices, policies and procedures of an effective health and safety program. Executive management and management are committed to continuous improvement of the Occupational Health and Safety Program, by setting and reviewing occupational health and safety goals and objectives. This policy and its contents, objectives and goals will be reviewed by executive management and management on an annual basis to ensure it satisfies the requirements of TEW. This policy will be communicated and made available to all workplace parties.

Sincerely,

X Joseph DeCaria  
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President  
Joe DeCaria

## OHSMS 1.0 Roles and Responsibilities

### 1.1 Purpose

The purpose of this policy is to identify roles and responsibilities of all workplace parties including executive management, management, contractors, sub-contractors, trade professionals, consultants, and workers. These roles and responsibilities are in compliance with the Ontario Health and Safety Act (OSHA), applicable authorities having jurisdiction and all relatable company policies and procedures.

### 1.2 Scope

This policy and the procedures listed within apply to all work or work-related activities performed under the control of TEW, and to all employees, contractors, sub-contractors, trade professionals, occasional worker's and all other workplace parties.

### 1.3 Standards

All policies and procedures contained in this document shall comply with the requirements set forth in the [Occupational Health and Safety Act, R.S.O. 1990, c. O.1 \(OHSA\)](#) as the minimum requirement. Considerations will be made in developing policies and procedures in line with other standards, by-laws and requirements set forth by other authorities having jurisdiction not listed.

### 1.4 Internal Responsibility System (IRS)

The internal responsibility system is an initiative developed by the Government of Ontario and the Ministry of Labour, the foundation of this initiative is that everyone in the workplace has a role and responsibility to ensure a healthy and safe work environment.

Under the IRS employers, supervisors and workers have keys roles to play in taking responsibility for health and safety in the workplace.

### 1.4 a) Worker Responsibilities

- work in compliance with the Act and regulations.
- use or wear any equipment, protective devices or clothing required by the employer.
- report to the employer or supervisor any known missing or defective equipment or protective device that may endanger the worker or another worker
- report any hazard or contravention of the Act or regulations to the employer or supervisor
- not remove or make ineffective any protective device required by the employer or by the regulations other than in circumstances specified below. The only circumstance in which a worker may remove a protective device is where an adequate temporary protective device is provided in its place. Once there is no longer a need to remove the required protective device or to make it ineffective, it must be replaced immediately.
- not use or operate any equipment or work in a way that may endanger any worker, and
- not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct. Racing powered hand trucks in a warehouse or seeing who can pick up the most boxes are examples of unlawful conduct.

### 1.4 b) Supervisor Responsibilities

- ensure that a worker works in the manner and with the protective devices, measures and procedures required by the OHSA and the regulations
- ensure that any equipment, protective device or clothing required by the employer is used or worn by the worker
- advise a worker of any potential or actual health or safety dangers known by the supervisor
- if prescribed, provide a worker with written instructions about the measures and procedures to be taken for the worker's protection, and
- take every precaution reasonable in the circumstances for the protection of workers.

### 1.4 c) Employer Responsibilities

- instruct, inform, and supervise workers to protect their health and safety.
- assist in a medical emergency by providing any information, including confidential business information, to a qualified medical practitioner and other prescribed persons for the purpose of diagnosis or treatment.
- appoint competent persons as supervisors. “Competent person” is a defined term under the OHSA as a person who:
  - is qualified because of knowledge, training, and experience to organize the work and its performance,
  - is familiar with the Act and the regulations that apply to the work, and
  - has knowledge of any potential or actual danger to health or safety in the workplace
- inform a worker, or a person in authority over a worker, about any hazard in the work and train that worker in the handling, storage, use, disposal and transport of any equipment, substances, tools, material, etc.
- help joint health and safety committees (JHSCs) and health and safety representatives to carry out their functions
- not employ or permit persons under the prescribed age for the employer’s workplace, to be in or near the workplace
- take every precaution reasonable in the circumstances for the protection of a worker
- post a copy of the OHSA in the workplace, as well as explanatory material prepared by the Ministry of Labour, Immigration, Training and Skills Development that outlines the rights, responsibilities, and duties of workers in both English and in the majority language in the workplace
- in workplaces in which more than five workers are regularly employed, prepare a written occupational health and safety policy, review that policy at least once a year and set up and maintain a program to implement it
- post a copy of the occupational health and safety policy in the workplace, where workers will be most likely to see it
- provide the JHSC or the health and safety representative with the results of any occupational health and safety report that the employer has. If the report is in writing, the employer must also provide a copy of the parts of the report that relate to occupational health and safety
- advise workers of the results of such a report. If the report is in writing, the employer must, on request, make available to workers copies of those portions that concern occupational health and safety
- notify a Director of the MLITSD if a JHSC (or a health and safety representative) has identified potential structural inadequacies of a building, structure, or any part thereof, or any other part of a workplace, whether temporary or permanent, as a source of danger or hazard to



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## OHSMS 2.0 Health & Safety Policy

### 2.1 General

This policy has been prepared to be utilized by all workplace parties including executive management, management, contractors, sub-contractors, trade professionals, consultants, and workers. It is essential that all workplace parties involved understand TEW's commitment to the health and safety of the workers, the workplace, and work environment.

A successful health and safety program requires the participation of all workplace parties, and the cooperation of all people within the workplace to be effective. Contravention of this policy or the work methods, procedures, or programs, part of, or developed out of this policy, will result in disciplinary action up to and including dismissal.

The Electrical Works Ltd. will never require a worker or anyone working with or under the supervision of TEW to work in an unsafe manner, all incidents of violation, must be reported to a supervisor or manager immediately.

### 2.2 Purpose

The purpose of this policy is to reflect the commitment by TEW to ensure all work is done in a safe manner, and that all workplace parties execute their roles, responsibilities, tasks and assigned work in a safe manner, consistent with values, procedures and requirements of this manual.

### 2.3 Communication

This policy shall be communicated, and distributed to all workplace parties including executive management, management, contractors, sub-contractors, trade professionals, consultants, and workers that have engaged in work with TEW.

A copy of this policy is available on the [Company SharePoint Library](#), revisions to this policy and any procedures or programs contained within this policy or developed from this policy will be communicated to all workplace parties and revised copies will be available.

Training and review of this policy are available in the following modes:

- In-person review
- On-line review
- Self-directed review

If further information or explanation of this policy is required, please seek the assistance of senior or executive management.



## 2.4 Evaluation

This policy and its contents shall be reviewed annually by management to ensure that the directives, rules, policies procedures and programs contained within this policy are current and relevant to the Company's needs. Any revisions or changes made to this policy will be communicated to all those that are governed by this policy.

## 2.5 Retention of Records & Documents

All records or documents of training, health and wellness, safety or operational procedures shall be retained and reviewed annually.

## 2.6 Training

All company employees will be required to attend training that is necessary for the worker to complete their work safely and in compliance with this policy and the OHSA. An annual review of training records shall be completed by management, any training that has lapsed or is required shall be booked and attended by the worker on a date mutually agreed upon by the worker and the company.

Any lapse in training shall suspend the worker from participating in work that the training is required for on the day their certificate expires. The worker shall be authorized to participate in all modes of work so long as the appropriate training certificates are provided and is in good standing with the issuer of the certificate.

## 2.7 Resources

Occupational Health and Safety Act - <https://www.ontario.ca/laws/statute/90o01>

TEW Company SharePoint Library - [TEW Company - Field Library - All Documents \(sharepoint.com\)](#)

Workplace Safety Insurance Board - [Home | WSIB](#)



## OHSMS 3.0 Workplace Violence & Harassment Policy

### 3.1 General

This policy has been developed to detail the requirements of the Government of Ontario, and TEW regarding workplace violence and harassment, and how to eliminate incidents and issues in the work environment. Every worker has a right to safe and healthy work environment free of violence and harassment, TEW maintains a zero-tolerance policy, individual found in violation of this policy will be subject to discipline up to and including dismissal.

### 3.2 Purpose

The purpose of this policy is to eliminate workplace violence and harassment, to provide a framework for the reporting of incidents and issues within the workplace, to provide protection for the victims of workplace violence and harassment and set forth the consequences of incidents of workplace violence and harassment.

### 3.3 Scope

This policy applies to all workplace parties including executive management, management, contractors, sub-contractors, trade professionals, consultants, and workers that have engaged in work with TEW.

This policy applies to all locations in which an employee, agent or representative of TEW may visit and perform work on behalf of the company.

TEW maintains a zero-tolerance policy of workplace violence or harassment, any person found in violation of this policy or any legislation pertaining to this policy, is subject to discipline up to and including dismissal.



## 3.4 Definitions

### 3.4 a) Workplace Violence

The OHSA defines workplace violence as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.

It also includes an:

attempt to exercise physical force against a worker in a workplace, which could cause physical injury to the worker; and a statement or behaviour that a worker could reasonably interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

This may include:

- verbally threatening to attack a worker.
- leaving threatening notes at or sending threatening e-mails to a workplace;
- shaking a fist in a worker's face.
- wielding a weapon at work.
- hitting or trying to hit a worker.
- throwing an object at a worker.
- sexual violence against a worker.
- kicking an object, the worker is standing on such as a ladder; or
- trying to run down a worker using a vehicle or equipment such as a forklift.

The definition of workplace violence is broad enough to include acts that would constitute offences under Canada's Criminal Code.

### 3.4 b) Workplace Harassment

The OHSA defines workplace harassment as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. The definition of workplace harassment includes workplace sexual harassment.

This definition of workplace harassment is broad enough to include all types of harassment prohibited under Ontario's Human Rights Code, including sexual harassment.

Workplace harassment also includes what is often called psychological harassment or personal harassment.

The comments or conduct typically happen more than once. They could occur over a relatively short period of time (for example, during the course of one day) or over a longer period of time (weeks, months or years). However, there may be situations where the conduct happens only once. For example, a single instance of an unwelcome sexual solicitation or advance from a supervisor or manager could constitute workplace sexual harassment.

This may include:

- making remarks, jokes or innuendos that demean, ridicule, intimidate, or offend;
- displaying or circulating offensive pictures or materials in print or electronic form;
- bullying;
- repeated offensive or intimidating phone calls or e-mails; or
- workplace sexual harassment.

### 3.4 c) Workplace Sexual Harassment

The OHSA defines workplace sexual harassment as:

engaging in a course of vexatious comment or conduct against a worker, in a workplace because of sex, sexual orientation, gender identity or gender expression where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or making a sexual solicitation or advance where the person making it is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know the solicitation or advance is unwelcome.

This definition of workplace sexual harassment reflects the prohibitions on sexual harassment and sexual solicitation found in Ontario's Human Rights Code.

Workplace sexual harassment may include:

asking questions, talking, or writing about sexual activities.

rough or vulgar humour or language related to sexuality, sexual orientation, or gender.

displaying or circulating pornography, sexual images, or offensive sexual jokes in print or electronic form.

leering or inappropriate staring.

invading personal space.

unnecessary physical contact, including inappropriate touching.

demanding hugs, dates, or sexual favours.

making gender-related comments about someone's physical characteristics, mannerisms, or conformity to sex-role stereotypes.

verbally abusing, threatening, or taunting someone based on gender or sexual orientation; or, threatening to penalize or otherwise punish a worker if they refuse a sexual advance.

Where the conduct or behaviour includes inappropriate sexual touching, this may also constitute a criminal offence such as sexual assault. In such cases, the police should be notified.

## 3.5 Responsibilities

### 3.5 a) Employer

An employer is required to:

assess the risk of workplace violence and harassment that may arise from the nature of the workplace, type of work or conditions of work.  
take into account the circumstances of the workplace and circumstances common to similar workplaces, as well as any other elements prescribed in regulation; and,  
develop measures and procedures to control identified risks that are likely to expose a worker to physical injury. These measures and procedures must be part of the workplace violence and harassment program.

The employer must advise the joint health and safety committee or health and safety representative of the assessment results. If the assessment is in writing, the employer must provide a copy to the committee or the representative.

If there is no committee or representative, the employer must advise workers of the assessment results. If the assessment is in writing, the employer must provide copies to workers on request or advise the workers how to obtain copies,

Employers must repeat the assessment as often as necessary to ensure the workplace violence and harassment policy and related program continue to protect workers from workplace violence and harassment, and inform the joint health and safety committee, health and safety representative, or workers of the results of the re-assessment.



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## OHSMS 4.0 Workplace Violence & Harassment Program

### 4.1 Purpose

This program is to outline the steps an employer, supervisor and worker should take if they find themselves in a situation where they are being threatened or an incident has occurred of workplace violence or harassment.

### 4.2 Scope

This program applies to all workplace parties including executive management, management, contractors, sub-contractors, trade professionals, consultants, and workers and is subject to be in effect where they may engage in work or assessments on behalf of TEW.

### 4.3 Awareness

Workplace violence and harassment is a serious issue, TEW is committed to making our employees and workplace parties aware of the hazard. Perpetrators of workplace violence and harassment can be anyone and incidents can occur anywhere. Incidents are not limited to employees of the company but can occur between for example a worker and a client, or a worker and a tenant, even a by-stander. Workplace violence and harassment incidents can happen anywhere, driving to work, at the supplier, at a coffee shop at the job, be aware of your surroundings and know where to go if an incident occurs.

#### 4.4 Procedure

If an incident of workplace violence or harassment has occurred or the threat of workplace violence and harassment, the priority is safety. Remove yourself or the individual from the situation, seek assistance by calling management, another worker, building management, the owner, or 911 if necessary. Ensure yourself or the individual is in a safe place and provide or seek medical assistance if required.

If the impacted individual is an employee or agent of TEW, immediately notify management or a supervisor of the incident right away.

Management shall attend site, and investigate the incident, this will include interviewing all parties involved if safe to do so, notify the property owner or management of the incident and engage them to assist with the investigation, document any information about the event or events leading up to the incident.

Management shall also report the incident to the Ministry of Labour, and provide all information requested, and comply with all directives given.

Management shall offer support and provide resources for counselling services to yourself or the individual.

Management shall review the findings of the investigation with the individuals involved, as well as the building owner/property manager. All factors will be taken into consideration before any action is taken.

Management will make every reasonable effort to protect the individual/worker(s) during the investigation, and in future interactions. Some measure may include a re-assignment of work, avoidance of a particular site, requesting building staff to accompany workers on-site at all times, having a work partner in attendance.

Management shall communicate all conclusions and corrective actions that have been developed because of any investigation and will notify employees, contractors, agents and clients.

Depending on the nature of the incident and the findings of the investigation, disciplinary action may be taken up to and including dismissal, if the incident has proven severe, criminal investigation and charges may apply.



#### 4.5 Commitment to Review

TEW is committed to review this program on an annual basis to ensure that the measure and policies set out are current and relevant to the present work environment. Any changes to this program or policy will be communicated to all who are governed by its authority.

## OHSMS 5.0 General Rules, Policies, & Procedures

All work must be performed in accordance with the policies, rules, regulations and procedures set forth in this manual. The following rules are the principals and foundations of our company, any violation of these rules will be subject to discipline up to and including dismissal.

1. All workers must have all mandatory training as prescribed in the OHSA, at a minimum WHIMS, Working at Heights, and Worker Safety training must be completed and maintained.
2. Workers shall carry copies of their training card or records or be able to produce proof of training when requested.
3. Workers wear, maintain, and use personal protective equipment (PPE), as designed and intended by the manufacturer
4. Management shall provide training on the use and maintenance of PPE required to be utilized
5. Workers must report faulty or defective PPE to management, the worker shall not engage in work till the PPE has been repaired/replaced.
6. All work performed on construction sites shall require workers to have safety glasses, reflective vest, hard hat, and CSA approved footwear.
7. Hazard analysis should be reviewed prior to engaging in work, hazards should be noted, documented and controlled prior to any work being engaged.
8. Jobs requiring specific PPE shall be reviewed with management, workers shall be trained in proper PPE use prior to starting or engaging in any work.
9. NO WORKER IS AUTHORIZED TO WORK LIVE!
10. Tools, power tools and equipment shall be maintained and used as intended by the manufacturer, any item listed that is shown to be in poor condition should be tagged and placed out of service, management shall be notified.
11. Sites and work areas shall be left clean and free of debris daily.
12. The possession or consumption of alcohol, controlled substances, or other intoxicants during work hours or while driving a company vehicle is strictly prohibited and grounds for immediate dismissal.
13. The possession of a firearm or weapon during work hours is strictly forbidden.
14. The use of phones while driving is strictly prohibited unless hands-free technology is available and is in compliance with the requirements set out in the Ontario Highway Traffic Act.
15. Any accidents resulting in personal injury or damage to property should be reported to your immediate supervisor directly after the incident and before you leave site.
16. Any injuries requiring first aid or medical attention should be reported to management immediately and documented.
17. Never perform any job or task you are not trained for, are not equipped to perform safely or are unsure of how to complete a task safely.

*\*IF YOU DO NOT KNOW, ASK SOMEONE!*



## OHSMS 6.0 Reporting of Hazards & Incidents

On any site that TEW is performing work on, if you see a hazard or high-risk activity, you must report it to your immediate supervisor. All incidents and corrective measures and actions taken must be documented and sent to management immediately. If any of the following situations you must report the incident to your immediate supervisor:

1. First Aid – any incident requiring first aid must be reported to your supervisor and documented
2. Medical Aid/Health Care – any incident requiring medical aid or health care must be reported to your supervisor and documented. If assistance is needed notify them and they can dispatch the appropriate medical services to assist. Management will notify the Ministry of Labour.
3. Lost Time Injury – any incident in which a worker loses time at work as result of an injury that has occurred while performing work. These incidents must be reported to your supervisor and documented. If assistance is needed notify management and they can dispatch the appropriate emergency services to assist. Management will notify the Workplace Safety & Insurance Board (WSIB) of the incident by filing the appropriate report. It is the duty of the injured person to maintain contact with the company throughout the duration of recovery.
4. Critical Injuries – any incident where a critical or fatal injury (as defined by OHS) should be immediately reported to the supervisor when it is safe to do so. Dial 911 to get urgent medical attention, if you are unable to contact 911, send someone who can. Notify management and document the incident and events leading up to the incident. Management will contact the Ministry of Labour and all other appropriate authorities.

A critical injury is defined as an injury of a serious nature that a person:

- Places life in jeopardy,
- Produces unconsciousness,
- Results in substantial loss of blood,
- Involves the fracture of a leg or arm but not a finger or toe,
- Involves the amputation of a leg, arm, hand or foot but not a finger or toe,
- Consists of burns to a major portion of the body, or
- Causes the loss of sight in an eye.

## OHSMS 7.0 Return to Work

In line with the requirements of WSIB TEW's responsibilities regarding workplace injuries and the injured worker returning to work are set forth below.

- As an employer we are obligated to report the injury to WSIB
- We will make every effort to contact you as soon as possible once we are aware of the injury or illness.
- We will stay in contact with you or someone you designate during your recovery process and assist in anyway we can.
- When the injured worker return to work TEW will provide the following:
  - Work that is safe for the employee to complete
  - Work that is productive and meaningful
  - Work that is consistent with your recovery plan and advice from your medical professional
  - Work that is as consistent with your pay as close as possible
  - Provide the WSIB with any information they require and comply with any requests.
  - Offer to re-employ the worker if he or she can perform the essential duties of the pre-injury job or other suitable work.

## OHSMS 8.0 Work Refusal

Every worker has the right to refuse work if they have reason to believe it is unsafe and should notify their immediate supervisor of these concerns. The supervisor must notify management of the refusal as well as the company health and safety representative and provide a description of the issue. An investigation shall be conducted by the health and safety representative, the worker, and the supervisor to establish the facts surrounding the issue.

If the supervisor determines that the work is safe to perform and asks you to complete the task, and you have reasonable grounds to believe your safety is still in jeopardy, notify the supervisor of your refusal to work.

This meets the criteria for a level 2 investigation and the Ministry of Labour will be contacted, the worker who initiated the refusal will be given alternative work until the MOL completes their investigation and provides findings and resolutions. No reprisal or repercussion will be imposed upon an employee who initiates and legitimate work refusal.