

PARADISE VILLAGE RV PARK INC.

**EMPLOYEE
OCCUPATIONAL HEALTH AND
SAFETY PROGRAM**

OCCUPATIONAL HEALTH AND SAFETY PROGRAM

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OCCUPATIONAL HEALTH AND SAFETY PROGRAM

1. Introduction

All employers are required to have an Occupational Health & Safety Program (OHS). The type of program depends on the size of the workforce and the nature and extent of the risks and hazards in the workplace. The following information outlines the policy, regular inspections, written instructions, meeting procedures, investigations, records and statistics and instruction and supervision of workers as approved by the Paradise Village RV Park Inc (Paradise Village).

2. Policy

Health and Safety Policy

The Paradise Village wants its workplace to be a healthy and safe environment. To achieve this, we will establish and maintain an occupational health and safety program designed to prevent injuries and disease. The Paradise Village is responsible for providing workers with adequate instruction in health and safety and for addressing unsafe situations in a timely, effective manner. All workers and contractors are required to work safely, be aware of and follow our municipal guidelines for safe work procedures.

Employer's responsibilities include:

- Establishing the Health & Safety Program and related policies
- Conducting an annual review in May of each year
- Educating and training supervisors
- Providing a safe and healthy work environment
- Ensuring the proper education and training of workers
- Monitoring compliance with this program and established safe work procedures.

Supervisors' responsibilities include:

- Providing a health and safety orientation to new workers
- Providing ongoing education and training to workers
- Taking part in inspections and investigations
- Reporting any safety or health hazards
- Correcting unsafe acts and conditions
- Ensure the health and safety of the workers under their direction.
- Provide adequate direction to workers regarding how to perform their work in a safe manner.
- Monitoring compliance by workers under his/her control.

Workers' responsibilities include:

- Learning and following safe work procedures
- Correcting hazards where possible and/or reporting all such situations to supervisors.

- Participating in inspections and investigations where appropriate
- Using personal protective equipment where required
- Helping to create a safe workplace by recommending ways to improve the health and safety program.
- Report any problems, incidents/accidents to their supervisor.

3. Regular Inspections

Regular inspections of the workplace are intended to:

- Identify unsafe conditions and unsafe acts with the potential to cause injury or disease
- Determine necessary corrective measures
- Prevent unsafe work conditions from developing

There are three different kinds of inspections described below:

- **Regular, planned workplace inspections:** Inspect buildings, structures, grounds, tools, equipment, and work methods and practices for hazards that might cause injury or disease. Schedule these inspections at appropriate intervals to prevent unsafe conditions from developing. Depending on the workplace and the type of hazards that might develop, inspections may be scheduled daily, weekly or monthly.
- **Equipment inspections:** Workers should be trained to inspect their machinery, tools, and equipment regularly, following the manufacturer's recommendations. The Occupational Health and Safety Regulation may also have specific requirements. Generally, equipment inspections should be done prior to use.
- **Special Inspections:** The Occupational Health and Safety Regulation require a special inspection after a malfunction or accident/incident to ensure that work does not resume until it is safe to do so.

Workplace Inspections

An inspection team includes both worker and management representatives. The team should be familiar with the work process and, whenever possible, include the worker health and safety representative.

A worksite inspection checklist can help to ensure that inspections are thorough, results are recorded, and the inspection process is standardized. A checklist is particularly useful in guiding those unfamiliar with the inspection process. The checklist should be adapted to suit the needs of your workplace.

Any unsafe or harmful conditions found during a regular inspection should be reported immediately to the supervisor or employer and remedied without delay.

Record and communicate all significant findings. The form attached will be used as the Paradise Village checklist and performed by the supervisor and designated employee from the department on a regular basis.

Workplace Inspection Checklist

Ladders	Yes	No
Are ladders safe and in good condition?		
Are ladders being used appropriately		

Storage	Yes	No
Are supplies and materials stored properly on shelves?		
Are racks and shelves in good condition?		
Are racks and shelves secured to the walls?		
Are heavy items stored on low shelves and light items on high shelves?		
Are items stored within easy reach (i.e. not too high)?		

Fire Safety and security	Yes	No
Are the locations of fire extinguishers clearly marked?		
Are fire extinguishers properly installed?		
Have fire extinguishers been inspected within the last year?		

Equipment and machinery	Yes	No
Is equipment and machinery kept clean?		
Is the equipment regularly maintained?		
Is there enough work space for the machine/equipment to be operated safely?		

Electrical	Yes	No
Are electrical cords of equipment and extension cords in good repair? Electrical cords should NOT be repaired, except by a qualified electrician.		
Is there clear access to electrical panels and controls?		
Are the electrical cords secured? (i.e. preventing tripping hazard)		
Are proper plugs used?		
Are plugs, sockets and switches in good condition		
Are ground fault circuit interrupters (GFCI) being used when necessary (e.g. in wet or damp environments)?		
Are portable power tools in good condition?		

If extension cords are being used, are they of the proper size and designated use?		
Are proper sized lights being used in the light sockets?		

Garbage	Yes	No
Are bins located at suitable points?		
Are bins emptied regularly?		
Can lids be elevated safely and locked in place.		

Work Environment	Yes	No
Is air quality good?		
Are employees protected from cool drafts or excessive heat?		
Are employees protected from excessive or irritating noise?		
Are employees protected from excessive dust?		

General Employee questions	Yes	No
Do employees know where to go and who to call for first aid assistance?		
Do employees know where to find personal protective equipment (for example disposable gloves, eye protection)?		
Do employees know how to use personal protective equipment properly?		
Is the personal protective equipment being used when necessary?		

PARADISE VILLAGE INSPECTION SITES

The areas which will need to be inspected are as follows:

1. Bathrooms and Laundry Room
2. All Tool and Equipment Sheds
3. Electrical Sheds
4. Septic Hatch
5. Docks
6. Grounds
7. Compost Area
8. Beach

The buildings and properties for each of these areas will be reviewed at least once a year by at least 2 Directors and one other employee. Employees will review each area on a monthly basis. The above checklist will be utilized when doing the checks and will be amended as need for each area. Employees are expected to “review” their work areas and inspect all equipment prior to use as they are performing their duties and advise their supervisor of any changes required.

Workplace Inspection Report

Location of Inspection: _____

Date: _____

Inspector's Names _____

<u>Location</u>	<u>Hazard</u>	<u>Corrective Action</u>	<u>Who is Responsible</u>	<u>Due Date</u>	<u>Yes</u>	<u>No</u>

4. Investigations

An effective OHS program has a process for investigating all accidents and incidents that had the potential to cause an injury or disease. The purpose of an investigation is to identify the cause or causes and to recommend steps to prevent similar unsafe conditions.

What is an incident?

The Occupational Health and Safety Regulation defines an incident as “an accident or other occurrence which resulted in or had the potential for causing injury or occupational disease”

Incidents include the following:

- Accidents in which a worker is injured or killed
- Accidents in which no one is hurt but equipment or property is damaged
- Near misses (no visible injury or damage but the incident could have resulted in a serious injury, death or property damage.)

Serious Incidents – Immediate Notification to WorkSafeBC

Paradise Village must notify WorkSafeBC for serious incidents that:

- Resulted in the of a death worker or a significant injury with potential risk of a death or permanent disability

To report a serious incident DURING normal business hours Monday to Friday, call 1-888-621-SAFE (7233) toll free in BC.

To report an incident AFTER normal business hours, call 604-273-7711 or toll-free 1-866-922-4537 (WCB-HELP)

In the event of a serious incident, the scene must be secured and left undisturbed until released by a Work Safe BC Officer (except for attending to injured workers and preventing further injuries).

Incidents the employer must investigate

Employers must investigate the above serious incidents as well as any incidents that:

- Resulted in injury to a worker requiring medical treatment
- Did not involve injury to a worker, or involved only minor injury not requiring medical treatment, but had a potential for causing serious injury to a worker.

5. Emergency Procedures

Medical

All injuries or illnesses must be reported to their immediate supervisor.

Collapse or Serious Injury

(Person closest to injured person)

1. Ensure the accident scene is safe and there is no further danger to you or the injured person.
2. Do not move the injured person unless there is a high risk of further injury and it is safe for you to do so. The only person moving an injured person should be a qualified first aid attendant or ambulance personnel. Moving an injured person may dramatically increase risk of further injury unless the person directing the movement is a trained first aid person. The exception to this is where the injured person may die if not moved (e.g. in a confined space entry situation)
3. Keep calm and do not leave the injured worker unattended
4. Contact your supervisor immediately and report exact location of the patient and the patient's condition
5. Contact the ambulance service immediately and report exact location of the patient and the patient's condition.
6. Be prepared to assist when directed by the First Aid Attendant

Minor Injury or Illness

1. Contact your supervisor immediately and seek treatment
2. Report the incident to your supervisor.

FIRE

If you discover a fire

1. Immediately shout "FIRE" and activate the nearest internal fire alarm pull station
2. Call 911 for Fire Department and state the location and the nature of the emergency or have someone else do so and report back to you
3. Call your supervisor immediately
4. If trained and safe to do so, attempt to extinguish the fire with appropriate fire-fighting equipment
5. If not safe to do so, or if you cannot extinguish or control the fire, then try to contain it by closing the doors.
6. Evacuate the area and proceed to your assembly area:

SECURITY

If you need help, take the following actions (as required)

1. Dial 911 for Police
2. Take only reasonable measures to protect other staff from violence and to protect company property from damage, DO NOT ENDANGER YOURSELF
3. Report all threats to your Supervisor – Use the Incident Report Form

BUILDING EMERGENCY

The Paradise Village owns some buildings and should the employee notice any damage or hazard they should:

1. If it is a minor hazard repair the damage and report to their Supervisor.
2. Take reasonable measures to protect the employees and public from the hazard and/or send a co-worker to report the damage, (and report back to you) while you stand and watch over the hazard.
3. Report the hazard to your supervisor, including location and description of damage.

CONTACT NUMBERS

SUPERVISOR	(250) 516-1185
MEDICAL CLINIC	(250) 932-9011
AMBULANCE	911
RCMP	911 or (250) 749-6668
FIRE DEPARTMENT	911 or (250) 749-3522