

BOARD POLICY
Health and Safety

1 POLICY STATEMENT

The Civic Institute of Professional Personnel (CIPP) is committed to providing and maintaining a safe and healthy work environment and working conditions for all employees.

2 PURPOSE

The policy serves to establish CIPP's strong commitment to the health and safety of its employees as well as to define the scope of responsibilities for all.

3 SCOPE

This policy applies to all CIPP employees.

4 RESPONSIBILITY

CIPP recognizes that the responsibility for a safe work environment should be shared by all. More precisely:

4.1. Employer

- a. The Employer shall meet all its legislative requirements and obligations as defined under the Occupational Health & Safety Act and all associated regulations and agreements.
- b. The Employer will demonstrate due diligence in the implementation of health, safety, and ergonomic standards.
- c. The Employer will take every reasonable precaution for the prevention of work-related injuries and accidents, occupational illness and workplace violence and harassment.
- d. The Employer will fulfill this responsibility:
 - i by establishing, maintaining and enforcing the safety guidelines,
 - ii by investigating known or reported workplace hazard(s) or potential workplace hazard(s), and
 - iii by working with the Health & Safety Representative to eliminate or control the hazards.
- e. Provide and/or coordinate proper health and safety information and training to all CIPP employees.
- f. Ensure ongoing maintenance of workplace health and safety equipment, as needed.

- 4.2. Employee:
 - a. Employees will review and comply with the Health and Safety Policy and safety guidelines.
 - b. Participate in Health and Safety within CIPP by:
 - i. Raising awareness of hazards or potential hazards to the Employer and the Health and Safety Representative, and
 - ii. Attending training sessions as required.

- 4.3. Health and Safety Representative of CIPP:
 - a. The Health and Safety Representative will develop and maintain relevant documentation such as the Health and Safety Policy and CIPP safety guidelines, among others;
 - b. Coordinate and/or facilitate training sessions within the workplace as required (for new employees and on an ongoing basis, as needed);
 - c. Work with the employer towards the identification and elimination and/or control of workplace hazards;
 - d. Raise awareness within the workplace of health and safety relevant matters and stay abreast of legislative changes and upcoming health and safety events, and

5 REVIEW

This policy shall be reviewed on an annual basis.

6 REFERENCE

- 6.1 Occupational Health and Safety Act.
- 6.2 Respectful Union Policy.

Health and Safety Guidelines for CIPP

1 HEALTH AND SAFETY EQUIPMENT

All employees must be familiar with the location of the following health and safety equipment within the CIPP office:

- i. First Aid Kit
- ii. Defibrillator
- iii. Fire extinguisher

2 RESPECTFUL UNION POLICY

CIPP has a Respectful Union Policy which is enforced in all interactions required within the scope of the work. The policy applies to all employees, the Board of Directors, contractors and consultants who provide services to CIPP as well to members interacting with CIPP employees.

3 MEETING WITH MEMBERS AND STAKEHOLDERS:

When working alone in the CIPP office, employees are asked to lock the office door. Any guests or members attending the CIPP office will be required to knock and self-identify to enter the premises.

When CIPP employees meet with members and/or other stakeholders outside of the CIPP office and away from the member's workplace, they shall meet in a public space. CIPP employees shall not hold any meetings at their own personal residence or at the personal residence of the member/stakeholder.

4 EMERGENCY PROCEDURE AND INSTRUCTIONS

4.1 Fire emergency:

- i. Gather all employees and visitors within the CIPP office;
- ii. Exit the building using the stairs;
- iii. Do not use the elevators;
- iv. All employees and visitors of CIPP should gather at the designated meeting point.

4.2 Earthquake emergency:

- 4.2.1 Stop, drop and cover: While the earthquake is ongoing, you should stop all work, drop under your desk, and cover your head. You should be mindful of your surroundings and stay away from glass or items that could fall while the earthquake is ongoing.
- 4.2.2 Once the earthquake has stopped and depending on the magnitude of such earthquake, you may either stay put and continue work or initiate the fire emergency procedures:

- i Gather all employees and visitors within the CIPP office;
- ii Exit the building using the stairs;
- iii Do not use the elevators;
- iv All employees and visitors of CIPP should gather at the designated meeting point.

4.3 Tornado emergency

4.3.1 With advance notice:

- i Gather all employees and visitors within the CIPP office;
- ii Exit the CIPP office using the stairs;
- iii Find shelter within the stairwell and stay put until the tornado has passed.

4.3.2 Without advance notice:

- i Stop, drop and cover. While the tornado is ongoing, you should stop all work, drop under your desk, and cover your head. You should be mindful of your surroundings and stay away from glass or items that could fall on you.

5 INCLEMENT WEATHER CONDITIONS:

During the winter months or when weather becomes a safety concern for the commute to and from the office, CIPP employees should be in contact with the Executive Director to discuss these concerns and agree on appropriate next steps.

6 RESPIRATORY ILLNESSES SAFETY PLAN

CIPP has put in place a respiratory illnesses safety plan in order to promote health and wellness for all employees and to prevent workplace transmission. The plan offers specific guidelines and workplace control measures related to respiratory illnesses. All CIPP employees are expected to review and comply with the safety plan.

Appendix A

Respiratory Illness Safety Plan

1 POLICY STATEMENT

The Civic Institute of Professional Personnel (CIPP) is committed to providing a safe and healthy work environment for all employees and any visitors to the CIPP office.

Respiratory illnesses including COVID- 19, which is classified as a Risk Group 3 (RG3) human pathogen by Health Canada, circulate within our community and their effects can have serious and/or long-term consequences. The Respiratory Illnesses Safety Plan serves to establish consistent protocols to minimize the risks of workplace transmission and infection.

2 SCOPE

The Safety Plan applies to all CIPP employees as well as any visitors to the CIPP office. For clarity, visitors are defined as any individual with whom CIPP employees may interact with, including but not limited to, CIPP Board members and CIPP members.

3 COMPLIANCE AND REVIEW

The Plan will be reviewed at least annually to ensure it is relevant to the ongoing public health circumstances, and is in keeping with best health & safety practices and to ensure ongoing consistency with the following:

- i Directives from the Chief Medical Officer of Health
- ii Ontario Public Health and Ottawa Public Health guidelines
- iii The Occupational Health and Safety Act (OHSA)
- iv ASHRAE Standard 241 (Control of Infectious Aerosols)
- v Any other relevant legislation or information.

The Plan shall be updated in consultation with the Health and Safety Representative of CIPP.

4 COMMUNICATION

The Plan will be provided to all employees. Employees are responsible for communication with any visitors they will be meeting with at the CIPP office.

5 WORK LOCATION

CIPP has a Hybrid Workforce whereas employees can work from a combination of locations which include their personal residence, the CIPP office and alternate locations, including but not limited to, the City of Ottawa and Ottawa Community Housing work locations. Such work arrangements are discussed and agreed with their manager.

6 MEETINGS

In person meetings with members, Board members and/or any other stakeholders may

take place at the CIPP Office or alternate work locations. For meetings at the CIPP office, employee(s) are encouraged to confirm their plan to be in the office with visitors with their colleagues.

7 SAFETY PROTOCOLS

CIPP employees and visitors should refrain from attending the CIPP office or any alternate meeting location when they are ill (related to COVID-19 or other respiratory illnesses). CIPP employees should also refrain from attending any alternate work location while they are ill.

Employees and visitors should use their judgment and err on the side of caution when considering attending the CIPP office if they have reason to believe they have been exposed to COVID-19 or another respiratory virus. If they do attend the CIPP office, or a meeting at an alternative location, they are encouraged to:

- i Wear a high quality/well-fitted mask (i.e. respirator)
- ii Wash and/or sanitize their hands frequently and immediately upon arrival to the office
- iii Maintain physical distancing of at least 2 metres

In any circumstances and at all times, employees and visitors at the CIPP office or at an alternate location leased by CIPP are encouraged to:

- i Turn on HEPA air filtration for the duration of their stay
- ii Where possible, maintain physical distancing of 2 metres
- iii Wash and/or sanitize their hands regularly

8 CLEANING PROTOCOLS

The CIPP office is cleaned twice and sanitized twice weekly. High contact surfaces in the building are regularly sanitized.

9 SUPPORT TO CIPP EMPLOYEES AND FEEDBACK

CIPP employees are encouraged to prioritize their well-being and health by taking advantage of their leave options, their benefit entitlements and services offered through the Employee Assistance Program.

10 EMPLOYEE FEEDBACK

- i Any questions and/or feedback with regards to the plan should be communicated to the Executive Director.
- ii Any concerns with non-compliance should also be immediately reported to the Executive Director.