

## **MUSEUM LONDON**

### **BOARD POLICY**

#### ***OCCUPATIONAL HEALTH AND SAFETY***

##### **Preamble**

The Executive Director and the Board of Directors of Museum London recognize that management of health and safety is paramount to the wellness of our employees, volunteers, visitors, and contractors and consultants when they are working on Museum premises. The Executive Director and the Board of Directors are committed to creating and maintaining a safe workplace, complying with the Ontario Occupational Health and Safety Act and accompanying regulations, all applicable occupational health and safety legislation, and all other health and safety requirements or standards to which the Museum subscribes.

##### **Policy**

In recognition of Museum London's commitment to continuous improvement of our health and safety program, the Board of Directors will establish, implement and maintain health and safety policies and the Executive Director will:

- Ensure that health and safety programs and procedures are in place in conjunction with the Joint Health and Safety Committee.
- Monitor the organization's continuous improvement in the performance of the health and safety program with the goal of the prevention of accidents, personal injuries/illnesses, property damage and loss.
- Communicate to employees their responsibilities as required by the Ontario Occupational Health and Safety Act and accompanying regulations and Museum London's health and safety policies, programs and procedures which will include their cooperation and participation in conducting their activities in a healthy, safe and responsible manner in order to reduce the risk of injury and illness.
- Ensure that competent persons fulfill the role of supervisors and are accountable for the health and safety of workers under their supervision, ensuring that machinery, equipment, and materials are safe, appropriate for the task, and workers follow established safe work practices and procedures.
- Ensure that workers receive adequate training in their specific work tasks to protect their health and safety.
- Ensure that volunteers receive adequate training as appropriate, and will be given the same consideration as employees, when it comes to being provided with a safe and healthy work environment.
- Ensure that every employee, sub-contractor, and consultant and employee of a sub-contractor and consultant protect his or her own health and safety by following the applicable legislative requirements and Museum London's health and safety policies, programs and procedures.

All parties are expected to consider health and safety in every activity. Participation in and commitment to health and safety must be essential for everyone at Museum London, in recognition that improving health and safety procedures will provide a healthier work environment and community.

The Executive Director will post a copy of the above information in the workplace at Museum London and communicate this policy with employees.

### **Explanation of Terms**

*Consultant, Sub-Contractor:* Both terms refer to an individual and/or organization providing a service to Museum London.

*Competent Person:* A person, as defined in the Ontario Occupational Health and Safety Act, who is qualified because of knowledge, training and experience to organize work and its performance; is familiar with the Occupational Health and Safety Act and Regulations that apply to work; and has knowledge of any potential or actual danger to health and safety in the workplace.

*Employee:* An individual who fills a position approved by the Executive Director and who receives a salary or fee. Museum London employees include management, supervisory and exempt staff, unionized employees, and individuals employed by Museum London for a limited duration.

*Supervisor:* Any person who has charge of a workplace or authority over a worker and/or volunteer.

*Visitor:* An individual who visits Museum London for recreational, scholastic or business reasons.

*Volunteer:* An individual who provides his or her time and service to any activity that supports the objectives of Museum London, and is authorized and sponsored by Museum London with no expectation of remuneration.

*Worker:* A person who performs work or supplies services for monetary compensation; a secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled; a person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution; a person who receives training from an employer, but who, under the Employment Standards Act, 2000 (ESA), is not an employee for the purposes of that act because the conditions set out in subsection 1 (2) of that act have been met; other persons who work or provide services to an employer for no money, who may be prescribed by regulation.

**Last Revised Date:** 27 November 2019

### **MONITORING:**

#### **Adherence**

The Executive Director will report to the Board on any areas of non-adherence within a timely manner.

#### **Policy Review**

*Method:* Internal Report

*Responsibility:* Policy Committee

*Minimum Frequency:* One Year