

## Health and Safety Policy

Ruhani Construction are committed to the establishment of a healthy and safe workplace and to the integration of health and safety practices in all areas of the workplace. The underlying principal of the policy is the responsibility of all personnel in maintaining a safe workplace, which is best, achieved through consultation and co-operation between management and employees.

### Section 1: Legislative Requirements

1. The Occupational Health and Safety Act (OHSA) requires those who have any degree of control over the workplace to ensure a safe and healthy work environment.
2. The requirements of the OHSA apply to every worker who is being paid, regardless of the location where the work is performed. If workers work at home and are being paid or are driving and being paid en route, they are covered under the Act.
3. If a paid worker suffers a critical injury, the OHSA requires that the employer must immediately notify the Ministry of Labor Health & Safety Contact Centre and the workplace Health and Safety representative. The employer and the employee health and safety representative (see Section 4) must prepare a report in writing and forward within 48 hours to a director of the Ministry of labor.
4. The library complies with the OHSA, which sets out duties with respect to workplace safety, and materials and equipment in the workplace. Section 25(2) of the Occupational Health and Safety Act requires employers to prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy.

### Section 2: Rights of the Worker

1. A worker has the following rights:
  - a) To participate in the process of identifying and resolving workplace health and safety concerns
  - b) To know about potential hazards to which he or she may be exposed
  - c) To refuse work that he or she believes is hazardous to either his or her own health and safety or that of another worker
  - d) All other rights indicated in the Occupational Health and Safety Act

### 3. Staff members are responsible for:

- a) Knowing procedures to follow in the case of accidents or sudden illnesses
- b) Reporting any known hazards to their supervisor
- c) Reporting any accidents or injuries to their supervisor
- d) Understanding the hazards associated with any materials used by the staff and all relevant safety information regarding their use
- e) Reporting any missing or defective equipment
- f) Maintaining an orderly and uncluttered work area
- g) Operating any equipment in a way that will not endanger any staff member
- h) Knowing the location of the first aid kit
- i) Knowing the locations and use of the fire extinguishers as well as the location of emergency exits
- j) Participating in fire drills and other emergency evacuation procedure Section

### 4: Health and Safety Representative

1. The OHSA requires that a workplace with features.