 Department of Health Government of Nunavut		<b>NURSING POLICY, PROCEDURE AND PROTOCOLS</b>	
		<b>Community Health Nursing</b>	
<b>TITLE:</b>		<b>SECTION:</b>	<b>POLICY NUMBER:</b>
<b>Occupational Health and Safety</b>		Administration	05-021-00
<b>EFFECTIVE DATE:</b>	<b>REVIEW DUE:</b>	<b>REPLACES NUMBER:</b>	<b>NUMBER OF PAGES:</b>
February 10, 2018	February 2021		3
<b>APPLIES TO:</b>			
Community Health Nurses			

**POLICY:**

**The Department of Health and Social Services (HSS) shall ensure a safe and healthy workplace in accordance with the provisions of the Nunavut Safety Act and Regulations.**

**PRINCIPLES:**

The Worker's Safety and Compensation Commission recognizes that all parties in the workplace share in the responsibilities of controlling hazards and preventing injuries. In recognition of its ultimate responsibility for health and safety in the workplace, HSS seeks to provide its employees with the safest and healthiest environment possible.

**RELATED POLICIES, GUIDELINES AND LEGISLATION:**

Nunavut Safety Act and Regulations

## **GUIDELINES 05-021-01**

### **DEPARTMENT OF HEALTH AND SOCIAL SERVICES RESPONSIBILITIES**

1. The Department of Health and Social Services (HSS) shall establish, maintain and evaluate an Occupational Health and Safety Program to ensure provision of:
  - A safe workplace;
  - Safe processes, procedures, techniques, machinery and equipment;
  - Necessary training and instruction for workers;
  - Adequate supervision to workers to ensure the safe performance of assigned work;
  - Education to promote worker awareness of health and safety hazards at the workplace and the right to refuse hazardous work;
  - Necessary safety equipment in good repair;
  - Systems for identification and control of hazards;
  - Systems to report all serious injuries and accidents.
2. Each health centre shall establish a worksite Health and Safety Committee in accordance with the Nunavut Safety Act and Regulations.
3. The Committee should meet a minimum of six times per year and is responsible for:
  - Identifying unhealthy or hazardous situations at the work site, and recommending corrective actions;
  - Investigating and resolving worker complaints;
  - Developing and promoting prevention measures;
  - Recommending health and safety improvements;
  - Participating in investigations of serious accidents;
  - Reviewing accident investigation reports, Incident Reports and Injury on Duty Reports, and recommending further follow-up action as necessary;
  - Securing expert advice where required;
  - Obtaining necessary information on hazards;
  - Keeping minutes of all minutes and records of all matters dealt with;

### **SUPERVISOR RESPONSIBILITIES**

1. Supervisors of Health Programs (SHP) shall be responsible for ensuring workers do not undertake work which involves uncontrolled hazards, and that all work is carried out in accordance with safe work procedures and practices.

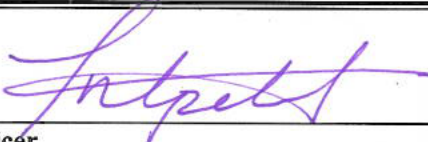



## **SUPERVISOR RESPONSIBILITIES (CONT'D)**

2. SHP shall ensure that work is assigned with consideration for the workers ability to safely perform the work, and shall:
  - Ensure proper instruction is provided to workers under his/her supervision;
  - Ensure that workers use protective equipment and devices;
  - Advise workers of any potential or actual danger to health and safety.

## **WORKERS RESPONSIBILITIES**

1. Workers shall be responsible for taking all necessary precautions to ensure their own health and safety, and the health of any other person in the workplace.
2. Workers shall have final responsibility for ensuring that work is carried out in a safe and healthy manner, and shall:
  - Use all necessary safety equipment, clothing, and devices;
  - Carry out work in accordance with all established safe work procedures;
  - Follow safety instructions from the supervisor;
  - Correct or report immediately any hazard that requires corrective action;
  - Report in the prescribed format all work related incidents, accidents and injuries;
  - Post a copy of the complete minutes after each meeting on a prominent notice board in the health centre. Copies of two consecutive meetings should remain posted.

Approved by:		Effective Date:
Chief Nursing Officer	11 FEB 2011 Date	April 1, 2011
	February 11, 2011 Date	
Deputy Minister of Health and Social Services		

