

Health and Safety Policy

POLICY #PC-02-01

FINAL

POLICY STATEMENT

The Ontario Lottery and Gaming Corporation (OLG) is committed to providing and maintaining a safe and healthy work environment for all employees and visitors. We continually focus on the goal of an accident-free workplace through effective supervision, education, and training. We encourage all employees to work together to achieve this goal.

APPLICATION AND SCOPE

This policy applies to all OLG employees, consultants, and contract staff at all OLG work sites, events, client sites while in the course of employment. Visitors who attend an OLG worksite premise are equally required to adhere to this policy.

OLG employees found to be non-compliant with the policy may be subject to disciplinary actions, up to and including termination.

GUIDING PRINCIPLES

The Ontario Health and Safety Act (OHSA) and Regulations outline the minimum health and safety requirements, and the rights and duties of all parties in the workplace. OLG's health and safety standards, and corresponding policies/programs meet and often exceed regulatory requirements.

OLG commits to:

- be transparent with all OLG employees in addressing health & safety concerns.
- involve the Joint Health and Safety Committee in any significant activity with health and safety implications and as required by the Occupational Health and Safety Act.
- allocate appropriate resources (financial and/or people) as necessary, to ensure that the principles of the policy are met and furthered.

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Executive Leadership Team	<ul style="list-style-type: none">▪ To create and promote a health and safety focused culture within the workplace.▪ To ensure that all established health and safety policies are administered and enforced at all times.
People Leaders	<ul style="list-style-type: none">▪ To understand their specific 'supervisor' duties and responsibilities as outlined in the Occupational Health and Safety Act and during OLG's Manager onboarding.▪ To adhere to the principles of the policy and relevant health and safety legislation and to ensure compliance within those areas of the workplace under their direct control.▪ To investigate all health and safety hazards of which they become aware of and take appropriate, timely action to mitigate risk.

	<ul style="list-style-type: none"> ▪ To provide information and training to employees to protect their health and safety. ▪ To routinely monitor the health and safety performance of their employees. ▪ To cooperate with all workplace parties, such as Health and Safety Committee members, to prevent accidents and provide a healthy and safe workplace. ▪ To lead by example by always performing work in a healthy and safe manner.
Rewards & Wellness, People & Culture	<ul style="list-style-type: none"> ▪ To have a clear understanding of the Ontario Occupational Health and Safety Act and Regulations and other legislation in order to provide interpretation and support to Senior Management and the Joint Health and Safety Committees. ▪ To ensure Joint Health and Safety Committees (JHSC) are established as prescribed by law. ▪ To act as a liaison between Senior Management and Joint Health and Safety Committees. ▪ To review OLG's Health and Safety Policy annually to ensure it continues to reflect best practices and meet legislative requirements. ▪ To assist the Joint Health and Safety Committee(s) and management in incident investigations, analysis and preparation of incident reports and summaries.
Employees	<ul style="list-style-type: none"> ▪ To adhere to the principles of this policy and follow all safety procedures. ▪ To use the correct tools, equipment, and/or safety and personal protective equipment for the job. ▪ To report to their managers/supervisors any actual or potential hazard, near miss, injury, illness, or other workplace health and safety concerns. ▪ To participate in related education and training. ▪ To cooperate with members of the Joint Health and Safety Committee. ▪ Employees have the right to: <ul style="list-style-type: none"> ○ be informed about actual or potential unsafe conditions or hazardous material in the workplace. ○ participate in workplace health and safety activities. ○ refuse unsafe work in accordance with legal requirements.
Joint Health and Safety Committee	<ul style="list-style-type: none"> ▪ To identify and evaluate potential hazards through monthly inspections. ▪ To make recommendations to management of corrective action and improvements of health and safety programs, measures and procedures.

RELATED POLICY INSTRUMENTS

- [Ontario Occupational Health and Safety Act, R.S.O. 1990, c.O.1](#)

POLICY OWNER

Senior Vice President, People and Culture

POLICY APPROVAL

Approver	Date
Senior Vice President, People and Culture	July 15, 2022

REVISION / REVIEW HISTORY

Revision / Review Date	Updated By	Summary of Revision / Review
July 15, 2022	Policy Services & People and Culture	▪ Supersedes Policy #CP-03-01-001
September 22, 2023	Policy Services & People and Culture	▪ Annual Review - no updates necessary