


TAKLA NATION OHS Management System	<i>Document Title:</i> OHS Health & Hygiene Policy		
<i>Document Owner (Position):</i> HR Manager	<i>Document Level:</i> Policy	<i>Reference No.:</i> SAF-POL-005	

OHS Health & Hygiene Policy

1.0 PURPOSE

Takla Nation shall provide appropriate First Aid treatment and facilities for injuries and illnesses resulting from work activities. The Organization shall facilitate a timely, safe, and durable return to work for those workers who may be injured on the job.

2.0 SCOPE

The Organization shall identify workplace hazards which may affect the health and hygiene of workers throughout its operations which are authorized by the Organization at their various business locations.

Takla Nation shall establish appropriate procedures for the treatment of work-related injuries/illnesses, for rehabilitation back to full duties, and for the management of any compensation claim.

Takla Nation shall identify and control hazards associated with infectious material and organisms in the workplace. Where applicable, an Exposure Control Plan will be developed and utilized in order to maintain a safe and healthy environment.

3.0 RESPONSIBILITY


It is an employer's responsibility to ensure that adequate policies and procedures are developed, implemented and monitored to protect the health and hygiene of the workers, and the workplace.

a. Senior management are accountable to ensure that:

- all applicable risk assessments are conducted and health and hygiene hazards are identified
- adequate resources are supplied for the provision of First Aid treatment including equipment, supplies, qualified attendants, transportation and facilities as required by provincial regulations.
- adequate resources are supplied for the maintenance and storage of medical treatment records as required by provincial regulations.
- control measures are established for exposure to chemical, biological or physical agents which are specified in procedures and work instructions
- appropriate training is given throughout the Organization
- ensure that a WHMIS program is provided for hazardous products
- the Health & Hygiene program is monitored regularly to measure compliance

b. Supervisors are responsible to:

- implement the policies and procedures related to Health and Hygiene for work activities under their jurisdiction
- ensure that workers with work related injuries/illnesses are given appropriate First Aid Treatment
- ensure that workers with work related injuries/illnesses who are returned

TAKLA NATION OHS Management System	<i>Document Title:</i> OHS Health & Hygiene Policy		
<i>Document Owner (Position):</i> HR Manager	<i>Document Level:</i> Policy	<i>Reference No.:</i> SAF-POL-005	

to work with restrictions are properly supported and monitored for return to work at full duties.

- ensure that their workers understand the Organization procedures for reporting an injury and return-to-work after an injury.
 - ensure that the WHMIS program is implemented and SDS sheets are available to workers.
 - ensure that their workers have attended all applicable training related to Health and Hygiene requirements
- c. Workers are responsible to:
- participate in the identification of hazards and to implement the controls as required.
 - report any work-related injury/illness to their Supervisor immediately and obtain treatment.
 - follow the requirements of return-to-work restrictions if applicable
 - follow the requirements of the WHMIS program
 - attend all applicable training for Health & Hygiene

4.0 RELATED DOCUMENTATION

OHS Incident Management
OHS Risk Management
OHS Performance Management

5.0 FIRST AID REQUIREMENTS

5.1 First Aid Assessment for Organization Work Locations

To determine an adequate and appropriate level of first aid coverage, the first step is a first aid assessment. The assessment will help determine the minimum level of first aid needed in Takla Nation workplaces. First aid levels are outlined in the BC OHS Regulation Schedule 3-A: Minimum Levels of First Aid.


5.1.1 Identify the number of workplaces

First aid coverage should be based on the total workforce present at each workplace. If the assessment determines that there are multiple workplaces, you must complete an assessment for each location.

5.1.2 Identify the workplace hazard rating

First aid coverage is also determined by the workplace hazard rating. This rating reflects the nature and extent of the risks and hazards in the workplace. WorkSafeBC uses three levels of hazard ratings: low, moderate, and high.

- **Takla Nation Classification Units:**
 - **First Nations Operations (CU 753002) which has a hazard rating of: “LOW”.**
- **Operational activities that fall outside CU 753002 include:**
 - **Forest Fire Fighting (CU 703005) which has a hazard rating of “HIGH”.**
 - **Portable Wood Mill (CU 714016) which has a hazard rating of**

TAKLA NATION OHS Management System	<i>Document Title:</i> OHS Health & Hygiene Policy		
<i>Document Owner (Position):</i> HR Manager	<i>Document Level:</i> Policy	<i>Reference No.:</i> SAF-POL-005	

“HIGH”.

- **House or Other Wood Frame General Contracting, Construction, or Renovation Work (CU 721027) which has a hazard rating of “HIGH”.**

5.1.3 Consider the surface travel time to a hospital

The level of first aid service required is adjusted if it would normally take more than 20 minutes to safely transport an injured worker to hospital by road or water.


5.1.4 Determine the number of workers on a shift

Different shifts may have different requirements if the numbers of workers vary. All workers must be counted, regardless of the occupation.

5.2 Minimum Levels of First Aid

5.2.1 This table applies to a workplace that an employer determines under section 3.16 (2)(b) of the Regulation creates a high risk of injury and that is more than 20 minutes surface travel time away from a hospital.

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation
1	1	Personal first aid kit		
	2-5	Level 1 first aid kit	Level 1 certificate	
3	6-10	Level 1 first aid kit ETV equipment	Level 1 certificate with Transportation Endorsement	ETV
4	11-30	<ul style="list-style-type: none"> Level 3 first aid kit Dressing station ETV equipment 	Level 3 certificate	ETV
5	31-50	<ul style="list-style-type: none"> Level 3 first aid kit First aid room ETV equipment 	Level 3 certificate	ETV
6	51-200	<ul style="list-style-type: none"> Level 3 first aid kit First aid room Industrial ambulance equipment 	Level 3 certificate	Industrial ambulance
7	201 or more	<ul style="list-style-type: none"> Level 3 first aid kit First aid room Industrial ambulance equipment 	2 attendants, each with Level 3 certificates	Industrial ambulance


TAKLA NATION OHS Management System	<i>Document Title:</i> OHS Health & Hygiene Policy		
<i>Document Owner (Position):</i> HR Manager	<i>Document Level:</i> Policy	<i>Reference No.:</i> SAF-POL-005	

5.2.2 Emergency vehicles

- Emergency vehicles must be maintained and operated in accordance with the general requirements relating to vehicles in the OHS Regulation and with any other applicable statutes and regulations.
- Smoking is not permitted in emergency vehicles and a plainly visible "No Smoking" sign should be posted in the vehicle.
- Where a vehicle is needed to transport an injured worker, the vehicle should be immediately available for use and capable of being dispatched to the accident scene within 3 to 5 minutes of being required. It should be located where it will best serve the workers who are most likely to need an emergency vehicle.
- The first aid attendant should not operate the vehicle when an injured worker is being transported.

Vehicle requirements

- The vehicle should be capable of traversing the area it is intended to serve.
- It should have a minimum headroom of 1 metre (3.3 feet).
- It should provide protection from the natural elements and dust.
- It should provide warmth sufficient for good care for the injured worker, with the patient compartment heated enough to maintain normal body temperature.
- The source of heat must not be a hazard to the occupants of the vehicle when oxygen is in use.
- It should have effective voice communication between the operator and the attendant in the treatment area of the vehicle.
- It should have a means of effective communication with the scene of an accident. For example:
 - The driver has a two-way radio that has a direct link with another two-way radio at the scene of the injured or ill worker.
 - The driver has a two-way radio that has a link with the employer's central dispatch centre, which has voice communication via a radio or radiotelephone with workers at the scene.
- In areas with good coverage cell phones may be used.
- It should have effective communication with the hospital. For example:
 - The driver has a two-way radio that has a direct link with the hospital.
 - A radiotelephone in the vehicle can contact the hospital directly.
 - A two-way radio or radiotelephone in the vehicle has a link with the employer's central dispatch centre, which has voice communication via a telephone or radiotelephone with the hospital.
 - The emergency vehicle is accompanied to the hospital by another vehicle that is equipped with a radiotelephone or two-way radio that can contact the hospital directly and its driver can communicate with the emergency vehicle.
- In areas with good coverage cell phones may be used.

TAKLA NATION OHS Management System	<i>Document Title:</i> OHS Health & Hygiene Policy		
<i>Document Owner (Position):</i> HR Manager	<i>Document Level:</i> Policy	<i>Reference No.:</i> SAF-POL-005	

Additional recommendations for an emergency transport vehicle (ETV)

In addition to the general recommendations for emergency vehicles, an ETV should be capable of transporting at least one worker on a stretcher. It should have a means of restraining a stretcher and have enough padding to prevent excessive jarring of the injured worker.

An ETV should contain the following equipment:

1	Set of hard cervical collars covering all adult sizes (or 2 adjustable hard cervical collars), plus a head immobilizer
1	Lifting device with handholds, acceptable to WorkSafeBC, and securing straps to secure an injured worker
1	Stretcher to transport an injured worker. The stretcher must have retainer straps and a suitable mattress or padding
6	Blankets
2	Lower limb splints, minimum 1 m in length with suitable padding
2	Vomitus bags

Additional recommendations for an industrial ambulance


In addition to the general recommendations for an ETV, an industrial ambulance should also have the following:

- Contain the same equipment as an ETV
- Be used only for first aid treatment and transportation of injured workers, under the direction of the first aid attendant
- Be capable of accommodating at least two workers on stretchers
- Have adequate lighting in the patient compartment, allowing the first aid attendant to see and assess the injured or ill worker and complete documentation, without the use of a flashlight
- Contain a roll cot properly secured and cushioned against excessive jarring

6.0 FIRST AID RECORDS

6.1 Treatment Records

- Takla Nation must maintain at the workplace a record of all injuries and exposures to contaminants, covered by the BC OHS Regulation, that are reported or treated.
- First aid records must be kept for at least 3 years.
- First aid records are to be kept confidential and may not be disclosed, except as permitted by this Regulation or otherwise permitted by law.
- First aid records must be available for inspection by an officer of the WCB.
- Workers may request or authorize access to their first aid records for any treatment

TAKLA NATION OHS Management System	<i>Document Title:</i> OHS Health & Hygiene Policy		
<i>Document Owner (Position):</i> HR Manager	<i>Document Level:</i> Policy	<i>Reference No.:</i> SAF-POL-005	

or report about themselves.

6.2 Injury Data Reporting

- The Takla Nation Health Clinic shall maintain a database of work-related injuries by classification as follows:
 - First Aid (FA)
 - Medical Aid (MA)
 - Restricted Work (RW)
 - Lost Time Injury (LT)
 - Fatality (FAT)
- A weekly report shall be issued to the HR Manager which indicates the accumulated numbers of classified injuries by week, month and year-to-date.


7.0 TREATMENT OF AN INJURY/ILLNESS

7.1 First Aid Attendant

- Takla Nation will use only qualified First Aid Attendants (FAA) as per OHS Regulations 3.15. The level of qualification is determined by Section 5.2 above.
- The FAA will be in charge of all first aid treatment of injured workers until a higher level of medical aid is required or available. Supervisory personnel will not attempt to overrule the FAA's decisions related to first aid or emergency transportation.
- The FAA will objectively record observed signs and symptoms of injuries and illnesses in the Daily Log and complete a First Aid Report for submission to the Organization representatives.
- The FAA will assign the case to external medical attention when there are any injuries and illnesses recognized as being serious, or beyond the scope of the attendant's training or authorized treatment protocol;
- The FAA will inform the worker's Supervisor and the Area Safety Representative if:
 - a worker is sent to external medical treatment.
 - an injured worker requires a job restriction in order to return to work;
- The FAA is responsible to maintain the inventory of first aid equipment and supplies at the First Aid Room, in First Aid Kits and throughout the worksites. A First Aid Inventory Report shall be compiled Monthly and issued to the Area Safety Representative.

7.2 First Aid Facilities

- The First Aid Room and related facilities shall be maintained in a high state of cleanliness at all time.
- The recommended type and quantity of equipment, supplies, and facilities as required by Schedule 3-A of the Regulations is detailed in OHS Guideline: "G3.16(1.1) Basic requirements to meet schedule 3-A"
- A checklist of required inventory shall be established and inspected on a monthly basis.
- All First Aid Rooms shall have a radio for communication to call First Aid Attendants or Supervisors and for use in the emergency response system.

TAKLA NATION OHS Management System	<i>Document Title:</i> OHS Health & Hygiene Policy		
<i>Document Owner (Position):</i> HR Manager	<i>Document Level:</i> Policy	<i>Reference No.:</i> SAF-POL-005	

7.3 Treatment for a Minor injury when the patient is ambulatory

- All employees and contractors experiencing a minor injury or illness without mobility issues shall report directly to the First Aid Station for treatment.
 - All First Aid Stations shall have a radio to call the First Aid Attendant (FAA), if necessary.
 - All FAA on shift duty are required to carry a radio.
 - For work locations without a First Aid Station, the injured worker shall report directly to the First Aid Attendant (FAA). A current list of FAAs on duty must be posted at these locations.
- Immediately following treatment of the worker, the FAA shall notify the Supervisor of the case and the Supervisor shall proceed immediately to meet with them at the First Aid Station.
 - If Modified Work Treatment is recommended, the FAA will review the conditions with the Supervisor and the worker and have the completed Return-To-Work form signed by both parties.
- Based on approved treatment protocols, the FAA will determine whether the case should be transported to an external assessment.
- The FAA shall also call the Area Safety Representative to review the circumstances of the case and to ensure appropriate case management.
- The First Aid Attendant shall record the treatment in the First Aid Log and forward a First Aid Report to the Area Safety Representative and the Supervisor.

7.4 Treatment for an injury when the patient is immobile

- If an injured worker cannot proceed to the First Aid Station, the FAA shall be called immediately to the location of the worker.
 - Due to the nature of their injury, some injured workers are obviously incapable of going to the First Aid Station.
 - Movement should be discouraged for some less obvious occurrences such as a worker who has struck their head, hurt their neck, appears disoriented or dizzy, appears very sick, etc.
- Based on approved treatment protocols, the FAA will determine whether the case should be immediately transported to the Takla Landing Health Clinic, or an external ambulance shall be called.


7.5 Right to Refuse Medical Aid

- Any worker may refuse to accept treatment from the FAA.
- In the event of refusal, the worker is required to sign the appropriate form and the FAA should immediately notify the Supervisor and the Area Safety Representative.
- If the worker refuses treatment, the FAA shall not support a Return-to-Work if they believe that there is an untreated injury that will affect the safety of the worker, the co-workers or the Organization property.

8.0 TRANSPORTATION OF INJURED WORKER (NON-AMBULANCE)

8.1 Transportation to external treatment services

<i>Date:</i> Sept 10, 2020	<i>Rev.</i> 0.0 DRAFT	<i>Approved:</i>	Page 7 of 19
-----------------------------------	------------------------------	------------------	---------------------

TAKLA NATION OHS Management System	<i>Document Title:</i> OHS Health & Hygiene Policy		
<i>Document Owner (Position):</i> HR Manager	<i>Document Level:</i> Policy	<i>Reference No.:</i> SAF-POL-005	

- 8.1.1 A worker who must receive external medical care must not transport themselves. Workers may only be transported from Takla Nation property to external treatment services by authorized Organization drivers and vehicles.
- A vehicle used for transportation of injured workers must have a commercial insurance policy sponsored by Takla Nation.
 - The driver of a vehicle who is transporting an injured worker must have an OFA Transportation Endorsement or equivalent qualification.
 - The operator of a worker transportation vehicle must ensure that the vehicle has been inspected by a qualified person before first use on a work shift.
 - If transport is in an authorized passenger vehicle, the injured worker must be capable of wearing a properly adjusted seat belt.
- 8.1.2 A representative of the Organization must accompany a worker to the medical facility.
- Either the FAA, or the Area Safety Representative, or the Supervisor shall attend with the worker as per the direction of the FAA at the Takla Landing Health Clinic.
 - The Organization representative shall remain at the treatment facility until the worker is released, or until the determination is made to keep the worker overnight.
 - The Organization representative shall ensure that a Medical Assessment Form is taken and completed by the attending medical practitioner before returning to the site.


9.0 RESTRICTED WORK

9.1 Return-to-Work Program

- All workers who have undergone external medical treatment for a work-related injury/illness will require a Medical Assessment Form to be issued by the attending medical practitioner.
- Upon return to the work site, the worker shall give the Medical Assessment Form to the Area Safety Representative or the FAA.
- If there are any work restrictions, the Supervisor must be called to meet with the worker, the FAA and the Area Safety Representative. The conditions of work must be reviewed, clearly understood and agreed to. A “Return-to-Work” form must then be issued and signed by the Supervisor, the worker and the Area Safety Representative.
 - An appointment schedule for re-evaluation must be specified on the form.
- After injury/illness, no worker shall return to their job until a “Return-to-Work” form has been issued to the Supervisor by the Area Safety Representative or the FAA.

9.2 Modified Work Treatment

- A Modified Work Treatment (MWT) may be implemented by a First Aid Attendant as a part of the approved treatment protocol for a minor injury/illness.
- Modified Work Treatment may not be used in lieu of any approved treatment

TAKLA NATION OHS Management System	<i>Document Title:</i> OHS Health & Hygiene Policy		
<i>Document Owner (Position):</i> HR Manager	<i>Document Level:</i> Policy	<i>Reference No.:</i> SAF-POL-005	

protocol that is required for the mitigation of an injury/illness.

- The FAA must contact the Area Safety Specialist for approval of any MWT.
- This treatment may only be used for the balance of the workday upon which the injury occurred. It should be considered as a precautionary measure, in order to assist in the recovery, and to supplement the First Aid treatment.
- A Return-to-Work form must be signed by the worker and their Supervisor which specifies their knowledge and agreement to follow the work modifications.
- Any worker that is assisted with MWT must be re-evaluated by the FAA at the end of shift, prior to leaving the worksite. The FAA should also check the worker at the beginning of the next shift.

10.0 REPORTING TO WORKSAFEBC

10.1 Injuries that arise as a result of employment with the **Organization** will be reported to WorkSafeBC within three business days by submitting [WorkSafeBC Form 7](#) if any of the following conditions occur:

- The worker loses consciousness following the injury
- The worker is transported to or directed to go for medical treatment
- The injury is one that obviously requires medical attention
- The worker states that he or she intends to seek medical attention
- The worker has received medical treatment for the injury
- The worker is unable or claims to be unable to return to his or her usual job as a result of job-induced injury, on any work day subsequent to the day of injury
- The accident results in or is claimed to have resulted in the breakage of eyeglasses, dentures, hearing aids or prosthetic devices
- WorkSafeBC or the worker requests that an Employer's Report of Injury or Occupational Disease (Form 7) be submitted to WorkSafeBC

10.2 The Area Safety Representative is responsible to follow-up all reported injuries/illnesses with WorkSafeBC to ensure effective injury management, classification of injuries and control of injury costs.


11.0 IMPAIRMENT IN THE WORKPLACE

11.1 Sources of impairment

Impairment in the workplace can affect workplace health, safety and operations and can come from many different sources, including:

- Prescription drugs
- Medications and over the counter drugs
- Alcohol
- Cannabis
- Medical conditions
- Illicit drugs
- Fatigue

11.2 Fit for Duty

TAKLA NATION OHS Management System	<i>Document Title:</i> OHS Health & Hygiene Policy		
<i>Document Owner (Position):</i> HR Manager	<i>Document Level:</i> Policy	<i>Reference No.:</i> SAF-POL-005	

11.2.1 Fit for Duty is defined as:

- “a physical, mental and emotional state which enables workers to perform their job tasks competently and continuously in a manner which does not compromise the integrity of the Organization or create a safety hazard to themselves or others.”
- Takla Nation employees and contractors cannot be impaired, and must be fit for duty, when they commence work and anytime during their work including returning from breaks.
- Impairing substances or conditions affect individuals differently. Workers must be aware of how substances or conditions affect them specifically, including being aware of how long the effects of an impairing substance or condition may last for them, so they are not impaired while working. This includes ensuring that substances used during off work hours do not have any impairing effects while at work.

11.3 Supervisor Responsibilities

If you are a supervisor, you are expected to:

- Ensure employees are aware of and understand the Organization policies and the Occupation Health and Safety Regulations.
- Understand ‘fit for duty’ as it applies to your workplace and recognize the signs of impairment
- Have timely conversations with employees if they show signs of impairment and/or substance use dependency
- Take action when an employee reports impairment or you observe signs of impairment
- Be familiar with the resources and supports available to assist you with impaired workers.

11.4 Employee Responsibilities

- Read, understand and comply with the Organization policies
- Report to their Supervisor if they may be impaired, or not fit for duty.
- Report to their Supervisor if they observe an employee who may not be fit for duty, and who may endanger the health and safety of other workers.

11.5 Refer to Impairment in the Workplace Policy SAF-PRO-005b


12.0 HYGIENE

12.1 Exposure Control Plans

12.1.1 Takla Nation shall identify and control hazards associated with infectious material and organisms in the workplace before incidents can occur.

12.1.2 When necessary, the **Organization** shall ensure that the Exposure Control Plan will:

- identify any workers at the work site who could be exposed;
- identify categories of activities and procedures that could put workers at risk of exposure;

TAKLA NATION OHS Management System	<i>Document Title:</i> OHS Health & Hygiene Policy		
<i>Document Owner (Position):</i> HR Manager	<i>Document Level:</i> Policy	<i>Reference No.:</i> SAF-POL-005	

- describe the ways in which an infectious material or organism can enter the body of a worker and the hazards associated with that entry;
- describe the signs and symptoms of any disease that could arise for a worker exposed at the work site;
- describe infection control measures to be used, including:
 - vaccination,
 - engineering controls,
 - personal protective equipment,
 - safe work practices and procedures
- set out procedures to be followed if a worker is exposed
- describe the training to be provided to workers who could be exposed.
- ensure that a copy of the Exposure Control Plan is readily available to each worker who could be exposed.

12.1.3 Examples of common materials requiring an ECP include:

- Lead
- Mold
- Asbestos
- Silica
- Biological agents (bloodborne pathogens, virus, fungi, etc.)
- Pesticides
- Toxic process gases
- Chlorine


12.2 Hazardous Chemicals

12.2.1 WHMIS

- All workers shall be trained in the Workplace Hazardous Material Information System (WHMIS) within the first month of hiring.
- A Safety Data Sheet (SDS) shall be collected for all chemicals and materials on Takla Nation worksites which may constitute a health hazard.
- SDS shall be maintained at appropriate locations around the worksite to enable workers to have reasonable access including:
 - A binder containing all current SDS in each First Aid Room and/or Supervisors office.
 - An electronic, online database for workers who have access to a computer
- The Organization shall ensure that all chemical containers are marked appropriately and shall maintain a stock of blank labels for workers to use on containers, etc.

12.2.2 Emergency washing facilities

- Takla Nation shall ensure that appropriate emergency washing facilities, including shower and eyewash station, are provided within a work area where a worker's eyes or skin may be exposed to harmful or corrosive materials or other materials which may burn or irritate.
- The FAA shall inspect the facilities and ensure that a full flow test is conducted

TAKLA NATION OHS Management System	<i>Document Title:</i> OHS Health & Hygiene Policy		
<i>Document Owner (Position):</i> HR Manager	<i>Document Level:</i> Policy	<i>Reference No.:</i> SAF-POL-005	


at least once per month, for a sufficient length of time to completely flush the branch of the water line supplying the eyewash.

- Provision of emergency washing facilities shall comply with OHS Regulation as follows:
- Table 5-2: Risk assessment

Risk level	Description of the workplace	Examples
High risk	Workplaces at which corrosive chemicals or other materials are used in a manner, concentration and quantity which present a risk of irreversible tissue damage to the eyes or skin, or of serious illness resulting from rapid absorption of a toxic substance through the eyes or skin, or where the work activity presents a risk of ignition of the clothing.	Maintenance of ammonia refrigeration equipment or chlorine bleaching or disinfection equipment, handling corrosive materials such as corrosive cleaning products or chemical reagents where there is a high risk of skin or eye contact, filling chemical storage batteries. The following Health Hazard Classes and Categories in the HPR are included: (a) skin corrosion (1A), (1B), (1C); (b) serious eye damage (1).
Moderate risk	Workplaces at which chemicals or other materials are used in a manner, concentration and quantity which present a risk of irritation or other reversible harm to the eyes or skin, or of illness resulting from absorption of a toxic substance through the eyes or skin.	Spraying automotive paints and finishes, operating solvent degreasing equipment, handling irritant materials such as cleaning products or chemical reagents where there is a moderate risk of skin or eye contact, handling dry-cleaning solvents and spotting agents. The following Health Hazard Classes and Categories in the HPR are included: (a) eye irritation (2A), (2B); (b) skin irritation (2).
Low risk	Workplaces at which chemicals or other materials are used in a manner and quantity which present a risk of mild eye or skin irritation.	Using detergents, silicone-based mold-release agents, some hair-dressing solutions, rosin-cored solders, welding and grinding, working in dusty areas.

- Table 5-3: Provision and location of emergency washing equipment

	High risk	Moderate risk	Low risk
EYE Equipment	Tempered, continuous flow eyewash facility with a minimum duration of 15 minutes (or more if required by the nature of the material).	Tempered, continuous flow eyewash facility with a minimum duration of 15 minutes.	Effective means to flush the eyes.
Location	Within 5 seconds walking distance of the hazard area, but no further than 6 m (20 ft). For high risk corrosive gases such as ammonia or chlorine, the facilities must not be located in the gas storage or use area, but rather, adjacent to it.	Within 10 seconds walking distance of the hazard area, but no further than 30 m (100 ft). May be located further than 30 m, provided that (a) a supplementary eyewash facility such as a personal eyewash unit or a non-tempered drench hose is located within 10 seconds walking distance of the hazard area but no further than 30 m, and	Within 10 seconds walking distance of the hazard area but no further than 30 m (100 ft).

TAKLA NATION OHS Management System		<i>Document Title:</i> OHS Health & Hygiene Policy		
<i>Document Owner (Position):</i> HR Manager		<i>Document Level:</i> Policy	<i>Reference No.:</i> SAF-POL-005	
		(b) first aid services are maintained to start treatment of an affected worker within 5 minutes of the contact.		
SKIN Equipment	Tempered, continuous flow emergency shower facility with a minimum duration of 15 minutes (or more if required by the nature of the material).	Tempered, continuous flow emergency shower facility with a minimum duration of 15 minutes.		Emergency flushing equipment, such as a non-tempered drench hose.
Location	Same location criteria as for high risk eyewash facility except that the shower may be located further than 6 m if (a) a supplementary emergency washing facility such as a non-tempered drench hose is located within 5 seconds walking distance of the hazard area but no further than 6 m, and (b) a tempered shower facility is available within the building to start emergency washing within 5 minutes of the contact.	Same location criteria as for moderate risk eyewash facility except that the supplementary emergency washing facility for locations beyond 30m must be a unit such as non-tempered drench hose.		Same location criteria as for low risk eyewash facility.

12.2.3 Chemical Spill kits

- Takla Nation shall identify the need for chemical spill kits, as well as the locations for each.
- Spill kits will be inspected and updated by the FAA on a monthly basis.


12.3 Drinking Water

- Takla Nation shall provide potable drinking water that:
 - Is safe to drink and that meets the "Guidelines for Canadian Drinking Water Quality".
 - Is readily available at all work areas.
 - If not dispensed on an as-needed basis, is kept clean in a covered container. A covered water container must have a faucet for dispensing the water when used by more than one employee.
 - Provide either a water fountain at the workplace or individual clean cups, bottles or other drinking vessels.

12.4 Facility Cleanliness

12.4.1 Toilets

- Each toilet room shall be cleaned at least once every day that it is used.
- Takla Nation shall provide adequate wash basins, toilets, urinals, toilet paper, sanitary napkin disposal, hand soap, hand sanitizer and hand drying facilities in each toilet room, relevant to the size of the workforce in that area.
- Every plumbing system that supplies potable water and removes water-borne waste

TAKLA NATION OHS Management System	<i>Document Title:</i> OHS Health & Hygiene Policy		
<i>Document Owner (Position):</i> HR Manager	<i>Document Level:</i> Policy	<i>Reference No.:</i> SAF-POL-005	

- shall meet the standards set out in the Canadian Plumbing Code; and
- shall be connected to a municipal sanitation sewer or water main.

12.4.2 Waste Containers

- Each container that is used for solid or liquid waste in the work place shall
 - be equipped with a tight-fitting cover;
 - be so constructed that it can easily be cleaned and maintained in a sanitary condition;
 - be leak-proof;
 - shall be emptied at least once every day that it is used.

12.4.3 Offices, hallways and work areas

- All facilities for Takla Nation shall be cleaned on a frequency that promotes good cleanliness and ensures the health of all workers.
- Food preparation areas shall be used by employees in such a way that the rooms or areas will remain as clean and in such a sanitary condition as is possible.
- Each enclosed part of a work place, each personal service room and each food preparation area shall be constructed, equipped and maintained in a manner that will prevent the entrance of vermin.

12.4.4 Hygiene Inspections

- Individual checklists for hygiene inspection shall be established for toilets, personal service rooms, food preparation areas and other appropriate areas designated by the Area Safety Representative.
- All areas requiring a hygiene inspection shall be inspected on a weekly basis.
- Hygiene inspections shall be conducted by the First Aid Attendant on an established, annual schedule. Inspection results should be recorded, filed and issued to the Area Safety Representative.
- Recommendations and actions shall be tracked and reported on a monthly basis by the FAA.


12.5 Personal Hygiene

12.5.1 Contamination from a work process

- If a work process may result in harm to a worker from contamination of the worker's skin or clothing by a hazardous substance, the Organization shall:
 - supply appropriate protective clothing,
 - launder or dispose of the protective clothing on a regular basis, according to the hazard,
 - provide adequate wash facilities, and
 - allow time for washing before each work break.
- Eating, drinking, smoking, applying cosmetics or storing food is prohibited in any work area which may contain a hazardous process.

12.5.2 Protecting yourself and others against illness

- Regularly wash your hands with soap and water for 20 seconds or use an

TAKLA NATION OHS Management System	<i>Document Title:</i> OHS Health & Hygiene Policy		
<i>Document Owner (Position):</i> HR Manager	<i>Document Level:</i> Policy	<i>Reference No.:</i> SAF-POL-005	

alcohol-based hand rub or antiseptic hand wash to help remove bacteria and viruses. Dry hands thoroughly.


- Get an annual flu shot.
- Maintain a clean desk policy. Keep it tidy and sanitize regularly.

12.5.3 Personal cleanliness

- Workers shall ensure an acceptable level of personal cleanliness at all times when attending the worksite.
- Appropriate grooming and showering shall be maintained in order to avoid unacceptable body odor, infectious diseases, and other conditions that can negatively affect the work environment.

13.0 HEALTH FORMS

13.1 First Aid Report

TAKLA NATION OHS Management System	<i>Document Title:</i> OHS Health & Hygiene Policy		
<i>Document Owner (Position):</i> HR Manager	<i>Document Level:</i> Policy	<i>Reference No.:</i> SAF-POL-005	

Takla Nation First Aid Report	
--------------------------------------	---

REPORT NUMBER: _____	Occupation/Position: _____
-----------------------------	-----------------------------------

Injured Worker: Last Name: _____ First Name: _____

Facility: Takla Landing Takla Reserve Prince George Other: _____

Specific area of work activity _____

Date Of Injury: (YMD) ____ - ____ - ____ Time Of Injury: _____ -am -pm

Date Reported: (YMD) ____ - ____ - ____ Time Reported: _____ -am -pm

Body Part: _____	Type of Work: _____
-------------------------	----------------------------

What Do You See? – Signs and Symptoms - Describe nature of injury, exposure or illness.

What Did You Do? - Describe treatment given in detail. **Do Not Diagnose**

Has the Worker been returned to Work at Full Duties? YES NO

Is the worker on Modified Work Treatment for the rest of today? YES NO

Appointment schedule for follow-up: _____ **Time:** _____


Has the worker been sent for external treatment? YES NO

Transported by _____ **Medical Assessment Form sent** YES


Name of Supervisor informed? _____


First Aid Attendant: (Print Name) _____ Signature: _____

Patient: (Print Name) _____ Signature: _____

TAKLA NATION OHS Management System	<i>Document Title:</i> OHS Health & Hygiene Policy		
<i>Document Owner (Position):</i> HR Manager	<i>Document Level:</i> Policy	<i>Reference No.:</i> SAF-POL-005	

13.2 Medical Assessment Form

Takla Nation Medical Assessment Form						
<p>ATTENTION: Attending Physician/Licensed Medical Practitioner</p> <p>Takla Nation has a modified duty/graduated return to work program.</p> <p>Please assist us in providing our employee with work that is within his / her physical abilities / limitations, by completing this form. Once complete please, return to the employee or fax to 250-996-7785.</p>						
<p>Employee authorization to release information:</p> <p>I, _____ (please print), hereby authorize my attending health care provider to release the information below to my employer, Takla Nation.</p> <p>Signature: _____ Date: _____</p>						
<p>Employee Job Position _____ Type of Work: _____</p>						
<p>This employee is:</p> <p><input type="checkbox"/> Able to return to full duties effective: (D/M/Y) _____</p> <p><input type="checkbox"/> Able to perform modified/alternate duties commencing on: (D/M/Y) _____ for (circle one) 4 or 6 or 8 hours per day, returning to full duties on: (D/M/Y) _____</p> <p><input type="checkbox"/> Unable to perform any type of work until: (D/M/Y) _____</p>						
<p>Follow -up appointment is required for (D/M/Y) _____ TIME: _____ am—pm</p> <p>Location of appointment: _____</p>						
<p>Functional Abilities and/or Limitations: If the employee is able to return to work with restrictions, please provide the Nature of Condition and complete the applicable sections below.</p> <p>Nature of Condition (simplified description): _____</p>						
<p>Walking:</p> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 100 metres <input type="checkbox"/> 100-200 metres <input type="checkbox"/> Other	<p>Standing:</p> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 15 minutes <input type="checkbox"/> 15-30 minutes <input type="checkbox"/> Other	<p>Sitting:</p> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 30 minutes <input type="checkbox"/> 30 minutes-1 hour <input type="checkbox"/> Other	<p>Lifting from floor to waist:</p> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 5 kgs <input type="checkbox"/> 5-10 kgs <input type="checkbox"/> Other	<p>Lifting - waist to shoulder:</p> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 5 kgs <input type="checkbox"/> 5-10 kgs <input type="checkbox"/> Other	<p>Stair climbing:</p> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 5 steps <input type="checkbox"/> 5-10 steps <input type="checkbox"/> Other	<input type="checkbox"/> Bending, twisting repetitive movement of (please specify)
<input type="checkbox"/> Work at or above shoulder activity	<input type="checkbox"/> Limited use of hand (s): Left Right <input type="checkbox"/> Gripping <input type="checkbox"/> <input type="checkbox"/> Pinching <input type="checkbox"/> <input type="checkbox"/> Other <input type="checkbox"/>	<input type="checkbox"/> Limited pushing/pulling with: <input type="checkbox"/> Left arm <input type="checkbox"/> Right arm <input type="checkbox"/> Other	<p>Cognitive/Psychological:</p> <input type="checkbox"/> Difficulties performing simple and repetitive tasks <input type="checkbox"/> Problems maintaining focus/concentration on the job <input type="checkbox"/> Limited ability to perform complex and varied tasks <input type="checkbox"/> Reduced energy and pace required for the job <input type="checkbox"/> Difficulty maintaining healthy co-worker relationships		<input type="checkbox"/> Potential side effects from medications (please specify)	
<p>Health Care Provider:</p> <p>Name (Print) _____ Signature: _____ Date: _____</p>						

TAKLA NATION OHS Management System	<i>Document Title:</i> OHS Health & Hygiene Policy		
<i>Document Owner (Position):</i> HR Manager	<i>Document Level:</i> Policy	<i>Reference No.:</i> SAF-POL-005	

13.3 Return To Work Form

Takla Nation RETURN TO WORK	
------------------------------------	---

Employee Name: _____ **Date:** _____

Job Position _____ Type of Work: _____

This employee is:

Able to return to full duties immediately

Able to return to work with Modified Work for the rest of the workday

Able to perform Restricted duties commencing on: (D/M/Y) _____
for (circle one) **4** or **6** or **8** hours per day.

Follow -up appointment is required for (D/M/Y) _____
TIME: _____ am—pm

Location of appointment: _____

Description of current physical condition:


The work activities must be restricted as follows::

- 1.
- 2.
- 3.
- 4.

Reviewed by Area Safety Representative:
Name: (print) _____ Signed _____

Acknowledgement by Supervisor:
I have reviewed the work restrictions that are necessary to protect the health of the worker and will ensure that they are followed.
Name: (print) _____ Signed _____

Acknowledgement by Worker:
I have reviewed the work restrictions that are necessary to protect my health and will ensure that they are followed.

TAKLA NATION OHS Management System	<i>Document Title:</i> OHS Health & Hygiene Policy		
<i>Document Owner (Position):</i> HR Manager	<i>Document Level:</i> Policy	<i>Reference No.:</i> SAF-POL-005	
Name: (print) _____ Signed _____			

13.4 Right to Refuse Medical Treatment Form

13.5 First Aid Inventory Checklist

13.6 Emergency Transport Vehicle Inspection Checklist

13.6.1 Refer to SAF-SWP-003

14.0 EXPOSURE CONTROL PLAN – COVID 19

14.1.1 Refer to Takla SAF-PRO-005a

15.0 RECORDS

- Health & Hygiene/First Aid/First Aid Reports
- Health & Hygiene/First Aid/Medical Assessments
- Health & Hygiene/First Aid/Return to Work
- Health & Hygiene/First Aid/Refuse Medical Aid
- Health & Hygiene/First Aid/Inventory
- Health & Hygiene/First Aid/Transport Vehicle Inspection
- Health & Hygiene/WHMIS/SDS
- Health & Hygiene/WHMIS/Labels
- Health & Hygiene/Hygiene/Hygiene Inspections
- Health & Hygiene/Exposure Control Plans

16.0 DOCUMENT HISTORY

Rev#	Date	State	Initials	Description of Changes
0.0	2020-09-20	Draft	GT	The document is initiated.