

## **POLICY 7 – Health and Safety Policy**

### **7.01 Health and Safety Creed**

“THE DEMANDS OF THE SERVICE OR THE IMPORTANCE OF THE JOB ARE NEVER SO GREAT THAT WE CANNOT DO THE JOB SAFELY.”

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### **7.02 Your Three Basic Rights**

Labour regulations provide an employee with three rights:

- Right to Know;
- Right to Participate;
- Right to Refuse.

#### **7.03 (a) Right to Refuse**

An employee, at work, has the right to refuse dangerous work if he or she has reasonable cause to believe that:

- A condition exists at work that presents a danger to himself or herself;
- The use or operation of a machine or thing presents a danger to the employee or a co-worker;
- The performance of an activity constitutes a danger to the employee or to another employee.

In order for an employee to be protected by the Code when exercising the right to refuse, the employee must follow the proper procedure under Section 128, Part II of the Canada Labour Code

#### **7.03 (b) Right to Know**

Through the provisions of the Code, employees have the right to be informed of known or foreseeable hazards in the work place and to be provided with the information, instruction, training and supervision necessary to protect their health and safety.

This right to know is strengthened by ensuring that the methods of communication are appropriate for all employees, including employees with special needs.

Through their health and safety committees or representatives, employees are given the right to have access to government or employer reports relating to the health and safety of employees, but do not have access to medical records of any person except with that person's consent.

#### **7.03 (c) Right to Participate**

As health and safety representatives or committee members, employees have the right and the responsibility to participate in identifying and correcting job-related health and safety concerns.

Employers who employ 300 or more employees are required to establish a policy health and safety committee. The purpose of the policy committee is to handle issues that are organization-wide in nature. Because these types of issues go beyond a single work place, there is a need for a more strategic or global approach for their resolution.

Part II of the Canada Labour Code further provides for employee participation through the use of an internal complaint resolution process.

#### **7.04 Health and Safety Committee Structure**

All federally regulated committees will meet in accordance with the Canada Labour Code, Part II. Provincially regulated committees will meet in accordance with the appropriate provincial requirements.

Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 National Health and Safety Committee

It is the responsibility of the committee to promote the health and safety of workers. This committee shall meet at least 4 times per year.

##### **Workplace Health and Safety Committees**

Each federal work place health and safety committee is required to meet 9 times a year, each provincial work place health and safety committee shall meet 12 times a year. These meetings shall be at regular intervals and during regular working hours.

The policy committee legislation requires that a policy committee shall meet at least quarterly during regular working hours. If additional meetings are necessary, the committee can meet during or outside regular working hours.

#### **7.05 Health And Safety Education Fund**

- (a) The Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 has established a Health and Safety Education Fund to provide funding for the development of courses for Health and Safety Committees, paying wages and travel expenses for National Committee members when visiting Unit Health and Safety Committees.
- (b) This fund will be maintained by a contribution of \$2.00 per member per year to a maximum of three (3) years' contribution in surplus. The most recent official membership count will be used to determine the numbers for budgeting practices.
- (c) This fund will be administered by the National Executive Council of the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944.
- (d) All the expenses and wages for Health and Safety Education and Seminars will be taken out of this budget.