Camp Northland
Occupational Health and Safety Policy

This Policy is reviewed annually and was last updated:
May 2026

Based on the Occupational Health and Safety Act

The Occupational Health and Safety Act came into force on October 1, 1979. Its purpose is to protect workers against health and safety hazards on the job. The main features of the Act are described below and have been recognized by and are fully supported by Camp Northland, with full managerial commitment as stated and reinforced herein:.

The employer and senior management of Camp Northland are vitally interested in the health and safety of its workers. Protection of workers from injury or occupational disease is a major continuing objective.

Camp Northland will make every effort to provide a safe, healthy work environment. All employers, supervisors and workers must be dedicated to the continuing objective of reducing risk of injury.

Camp Northland as the employer, is ultimately responsible for worker health and safety. As the Camp Director of Camp Northland, I give you my personal commitment that I will comply with my duties under the Act, such as taking every reasonable precaution for the protection of workers in the workplace.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are subject to various duties in the workplace, including the duty to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the employer. Workers will receive information, training and competent supervision in their specific work tasks to protect their health and safety.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the president to the workers.

Signed:

Adam Kertesz, Camp Director

The Workplace Partnership

Workers and employers must share the responsibility for occupational health and safety. This concept of an *internal responsibility system* is based on the principle that the workplace parties themselves are in the best position to identify health and safety problems and to develop solutions. Ideally, the internal responsibility system involves everyone, from the camp director to the worker. How well the system

works depends upon whether there is a complete, unbroken chain of responsibility and accountability for health and safety.

Rights of the Workers

To balance the employer's general right to direct the work force and control the production process in the workplace, the act gives *three basic rights to workers*:

1) **The right to know** about hazards in their work and get information, supervision and instruction to protect their health and safety on the job.

2) **The right to participate** in identifying and solving health and safety problems or through a health and safety representative or worker member of a joint health and safety committee.

3) **The right to refuse** work that they believe is dangerous to their health and safety of that of any other worker in the workplace.

The Right to Know

Workers have the right to know about any potential hazards to which they may be exposed. This means the right to be trained and to have information on machinery, equipment, working conditions, processes and hazardous substances.

Camp Northland enables the workers' right to know in the following ways:

- Information about the hazards in the work they are doing
- Training to do the work in a healthy and safe way
- Competent supervision to stay healthy and safe

The Right to Participate

Workers have the right to be part of the process of identifying and resolving workplace health and safety concerns. This right is expressed through worker membership on joint health safety committees or through worker health and safety representatives.

Right to Refuse

Workers have the right to refuse work that they believe is dangerous to either their own health and safety or that of another worker in the workplace. Section 43 of the Act describes the exact process for refusing work and the responsibilities of the employer/supervisor in responding to such a refusal.

The duties of workers are generally to work safely, in accordance with the OHSA and regulations.

Our Health and Safety Representative

A health and safety representative is required at a workplace where the number of workers in the workplace regularly exceeds five [subsection 8(1)]. The health and safety representative must be chosen by the workers who do not exercise managerial functions and who will be represented by the representative [subsection 8(5)].

At Camp Northland our Health and Safety representative is elected annually [insert current elected representative post election: **_____]**, and their responsibilities are as follows:

Identify Workplace Hazards
The health and safety representative has the power to identify workplace hazards and make recommendations or report his or her findings to the employer and workers. This power is exercised by conducting workplace inspections. The representative must inspect the physical condition of the workplace at least once a month [subsection 8(6)]. The employer and workers are required to give the representative any information and assistance needed to carry out these inspections [subsection 8(9)]. These inspections must be recorded, provided to the Camp Director, and must be completed in a manner that meets or exceeds the requirements under the OHSA.

Obtain Information from the Employer
The health and safety representative has the power to obtain information from the employer concerning tests, if any, on equipment, machine, agents, etc. in the workplace. This power is reinforced by the employer's duty to assist and cooperate with the health and safety representative in the carrying out of his/her functions, to advise the health and safety representative of the results of an assessment of risks of workplace violence, provide a copy of he assessment if it is in writing [section 32.0.3], and provide the health and safety representative with the results of a report on occupational health and safety [clause 25(2)(I)].

Be Consulted About Workplace Testing
If the employer intends to do specific testing in or about the workplace that is related to occupational health and safety, the representative has the right to be consulted before the testing takes place. He or she may also be present at the beginning of such testing if the representatives believe that his or her presence is necessary to ensure that valid testing procedures are used or to ensure that test results are valid [clause 8(11)(b)]

Make Recommendations to the Employer
The representative has the power to make recommendations to the employer on ways to improve workplace health and safety.

Investigate Work Refusals
The health and safety representative must be present at the employer's investigation of a work refusal unless another worker, who has been selected by the workers in the workplace to represent them in work refusal investigations, is present.

Investigate Serious Injuries
If there is a death or a critical injury on the job, the representative has the power to inspect the scene where the injury occurred and any machine, device, thing, etc. subject to subsection 51(2) of the OHSA. His or her findings must be reported in writing to a Director of the Ministry of Labour [subsection 8(14)] as soon as possible.

Duties of the Employers and Other Persons

Based on the Occupational Health and Safety Act

There is a general duty on employers to take all reasonable precautions to protect the health and safety of workers. In addition, the OHSA and regulations set out many specific responsibilities of the employer. For example, there are duties that specifically relate to toxic substances, hazardous machinery, worker education and personal protective equipment.

Accidents, illnesses and/or injuries must always be reported to the Camp Director, medical team on site, as well as the Health and Safety Representative. The response to any of these scenarios must follow the related procedures in the Staff Handbook and/or Crisis Response Manual and/or Medical Manual as appropriate.

Secondary Phone Numbers

- Police: Emergency 911
- Police: Non Emergency number: 1-800-310-1122
- Ontario Camping Association: 416-485-0425 Fax: 416-781-7875

  O.C.A. Crisis number: 416-485-0425 Pager: 416-372-3731
- Poison Control: 1-800-267-1373
- Ministry of Health: 613-548-6424
- Ontario Hydro: 544-1500 or 1-800-567-1626
- **Caterers: GABRIEL 514 929 6547 MATTHEW 437 244 4331 (Lakeside Catering)**

At Camp Northland we believe in training our staff to ensure that they are well aware of the safety policies and procedures that we have put in place for them.
It is Camp Northland's goal to manage risk in ways that prevent injury, abuse or violence. Our policies and procedures are vitally important to protect participants from harm, personnel from damaging allegations, and organizations from liability.

What is Risk Management?

From the Canadian Red Cross

Risk is the possibility that something might happen to negatively impact an individual or an organization. Organizations that deal with young people face many risks: among them, bullying, harassment and the physical or sexual abuse of young participants.

Risk management is the process of developing culture, policies, procedures and structures that diminish the risk of an incident and reduce the negative effect of an occurrence on individuals and the organization.

Everyone involved in offering services and programs to children and youth are responsible for meeting a duty of care. That duty includes an obligation to provide a safe environment and to protect participants from possible harm, including physical and emotional harm.

Based on the Occupational Health and Safety Act

Reaction to Crisis
Typical reaction to crisis is one of confusion and disorganization - often due largely to the fact that those involved refuse to believe that this is happening to me. When a crisis occurs, just when cool, clear thinking is needed, most of us are in a state of emotional turmoil and unable to make effective decisions in a hurry. Instead of a rational analysis of a crisis situation, in an emotional muddle we attempt to resolve the crisis reflexively and this often leads to a chain of events that makes the whole situation worse.

In the Event of an Accident Involving Camp Northland Staff

In the event of an actual accident at camp, there are some general guidelines that should be followed in order to properly mitigate the situation and further risk. The Camp Director should be established.

Headquarters will be designated by a Camp Northland Senior staff or a Camp director which is:

- Away from the regular flow
- Close to the office
- Accessible 24 hours
- Phone available

Communication of Information (Specified by Person #1)

- Only those designated will communicate information regarding the incident.

Communication with Staff

- Communicate the essential facts of the incident to all the camp director
- Review role of staff immediately following the crisis
- Maintain normal camp routines
- Escort any strangers to the office
- Inform staff that no one speaks on behalf of the organization except the Crisis coordinator
- Be sensitive to camper behavior regarding the incident
- Keep staff informed (condition of injured person, parent/guardian arrival, media visit, police investigation).

Communication with Parents/Guardians
This is done totally and only by Camp Directors and their designated employees.

***All Incidents must be recorded using the incident report form which can be found in the Staff Handbook, or in the office as needed.**

Occupational Health and Safety Enforcement and Regulations

Inspectors have broad powers to, among other things, inspect any workplace, investigate any potentially hazardous situations and work refusal, order compliance with the OHSA and regulations and initiate prosecutions.
Employers, supervisors and workers are expected to assist and co-operate with inspectors.

Controlled Products

Staff will be trained annually based on products to be aware of and trained upon based on their roles and responsibilities.

The Workplace Hazardous Materials Information System (WHMIS) are laws, created in 1988 to:

- give employers and workers information about the hazardous products or chemicals they may be exposed to at work
- reduce workplace injuries and illnesses

Ontario's WHMIS legislation applies to all workplaces except farms.

Under WHMIS information on hazardous products must be delivered in three ways:

1. labels on the containers of hazardous products
2. safety data sheets, in addition to the label, with detailed hazard and precautionary information
3. worker education programs

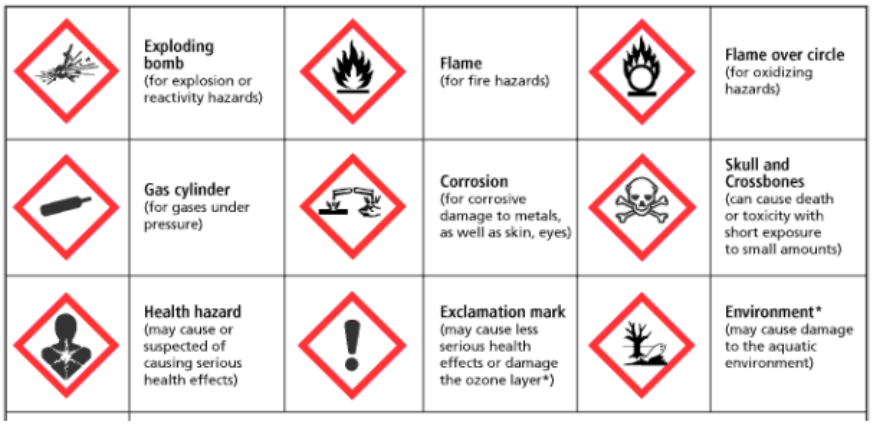
Suppliers of hazardous products must label their products and give safety data sheets before they sell or import them.

Employers must pass the information about workplace hazardous products on to their employees and provide worker education programs.

Based on the Occupational Health and Safety Act

Controlled Products

WHMIS applies to hazardous materials known as **controlled products**.
A controlled product is any product that can be included in any of the following nine classes:



	Exploding bomb (for explosion or reactivity hazards)		**Flame** (for fire hazards)		**Flame over circle** (for oxidizing hazards)
	Gas cylinder (for gases under pressure)		**Corrosion** (for corrosive damage to metals, as well as skin, eyes)		**Skull and Crossbones** (can cause death or toxicity with short exposure to small amounts)
	Health hazard (may cause or suspected of causing serious health effects)		**Exclamation mark** (may cause less serious health effects or damage the ozone layer*)		**Environment*** (may cause damage to the aquatic environment)

No Reprisal

According to the Occupational Health and Safety Act, . This policy prohibits reprisals against employees who have provided information to Camp Northland in good faith regarding a complaint or incident in the workplace.
A Reprisal includes the following:

- An act of retaliation or negative consequence that occurs because a person has complained of or provided information about a possible incident in good faith;
- Intentionally pressuring a person to ignore or not report a possible incident in the workplace; and/or
- Intentionally pressuring a person to misrepresent the truth or provide less than full cooperation with an investigation of a complaint or possible incident in the workplace.

No employer or person acting on behalf of an employer shall,

- Dismiss or threaten to dismiss a worker;
- Discipline or suspend or threaten to discipline or suspend a worker;
- Impose any penalty upon a worker; or
- Intimidate or coerce a worker

Employers or employees who engage in reprisals or threats of reprisals will be considered in violation of this policy.

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