



AGENDA FOR THE
QUINTE CONSERVATION
EXECUTIVE BOARD MEETING

Date: May 16, 2024

Time: 3:30 pm

Location: Joe Eberwein Boardroom (Quinte Conservation)

AGENDA

Pages

1. Call to Order
 - Collection of Personal Information for Board Minutes
2. Approval of the Agenda (Motion to Approve) 1
3. Approval of the Minutes of the Quinte Conservation Executive Board meeting of April 18, 2024 (Motion to Approve) 2-7
4. Business Arising from the Minutes
5. Disclosure of Pecuniary Interests
6. Delegations
7. Monthly Permits Summary (Motion to Approve) 8-9
8. Monthly Planning Summary (Motion to Receive) 10-13
9. Monthly Source Water Program Update (Motion to Receive)
10. McLeod Dam Hydro Report (Motion to Receive) 14
11. 2024-25 Water Management Infrastructure Capital Projects Update (Motion to Receive) 15-19
12. Quinte Conservation Well Contractor Licence Reinstatement (Motion to Approve) 20-21
13. HR Core Protective Documents, Employment Agreement and Health and Safety Policy and Process Manual (Motion to Approve) 22-340
14. IN-CAMERA discussion (Motion to Approve)
15. Other Business
16. Date and Time of Next Meeting
 - June 20, 2024, or earlier at the call of the chair.
17. Adjournment



**Minutes of the meeting of the
Quinte Conservation Executive Board Meeting**

Date: April 18, 2024, 3:30pm
Location: Joe Eberwein Boardroom (Quinte Conservation)

Members Present: **Bob Norrie** (Town of Greater Napanee), **Carrie West** (Township of Madoc), **Dave Ogden** (Tyendinaga Township), **Don Kuntze** (City of Quinte West), **Don Stewart** (Stirling and Rawdon Township), **James Flieler** (Municipality of Tweed), **Janice Maynard** (County of Prince Edward), **Kirby Thompson** (Addington Highlands Township), **Krysta-Lee Woodcock** (Stone Mills Township), **Lynn Klages** (Township of Central Frontenac), **Mike Kirby** (Centre Hastings Municipality), **Norm Roberts** (Township of South Frontenac), **Paul Carr** (City of Belleville)

Members Absent: **Brent Taylor** (Twp of Tudor and Cashel), **Chris Malette** (City of Belleville), **Jamie Ziemann** (Town of Deseronto), **John Hirsch** (County of Prince Edward), **Kathryn Brown** (City of Belleville), **Mike Stevens** (Marmora and Lake Municipality), **Nathan Townend** (Loyalist Township)

Staff Present: Brad McNevin (CAO), Amy Dickens (Source Water Protection Coordinator), Kristina Hamilton (Corporate Services Assistant), Paul McCoy (Planning and Regulations Manager), Tammy Smith (Corporate Services Manager), Taylor Hermiston (Communications Coordinator)

Also Present: Barbara Enright- Miller, Jack Evans

1. Chair called the meeting to order at 3:30 pm.

a. **Notice Regarding Cell Phones**

Cell phones are not permitted to be turned on during the meeting, except in an event of an emergency. If the device is to be left on, it must be announced at the beginning of the meeting.

b. **Collection of Personal Information for Board Minutes**

This is addressed to anyone that is not a board member and/or staff person of Quinte Conservation: Your name will be used in the board meeting minutes and the minutes will become public information after review and approval of the board. If you are present for a delegation or hearing, the context of your presentation will be recorded in the minutes of the board meeting.

2. Approval of the Agenda

MOTION QC-24-038

Moved By: Norm Roberts

Seconded By: Lynn Klages

THAT, the Agenda for April 18, 2024, Executive Board Meeting be approved.

CARRIED

3. Approval of the Minutes of the Quinte Conservation Executive Board meeting of March 21, 2024.

MOTION QC-24-039

Moved By: Janice Maynard

Seconded By: James Flieler

THAT, the Minutes from the March 21, 2024, Quinte Conservation Executive Board Meeting be approved.

CARRIED

4. Business Arising from the Minutes

N/A

5. Disclosure of Pecuniary Interests

N/A

6. Delegations

N/A

7. Monthly Permits Summary (Motion to Receive)

MOTION QC-24-040

Moved By: Mike Kerby

Seconded By: Krysta-Lee Woodcock

THAT, the monthly permits summary for the month of March 2024 be received.

CARRIED

8. Monthly Planning Summary (Motion to Receive)

MOTION QC-24-041

Moved By: Dave Ogden

Seconded By: Bob Norrie

THAT, the monthly planning summary for the month of March 2024 be received.

CARRIED

9. Monthly Source Water Program Update (Motion to Receive)

MOTION QC-24-042

Moved By: Krysta Lee Woodcock

Seconded By: Norm Roberts

THAT, the source water monthly report be received.

CARRIED

Staff clarified the inclusion of the SWP Report. Board member asked about plans and history. Staff clarified that there are 78 Risk management plans. Board member asked about the process and staff clarified. Board member asked what happens when properties change hands, staff clarified that at one time QC asked to have risk management plans registered on property deeds, but this does not occur, and it is left to owners to notify of restricted land uses and risk management plans. It does not always happen that owners check in with our office. Board member asked about the student radio ad competition. Staff answered that the winner has not been announced yet.

10. 2023-2024 WECI Projects (Motion to Receive)

MOTION QC-24-043

Moved By: Don Stewart

Seconded By: Lynn Klages

THAT, the proposed 2023 Capital Dam Projects Review be received.

CARRIED

Staff clarified acronym and program. Board asked about the age of the upper Arden Dam, Staff clarified that although the age is not known, it has previously been refurbished. Staff to research further.

11. QC Forest Carbon Project Update (Motion to Receive)

MOTION QC-24-044

Moved By: Mike Kerby

Seconded By: Janice Maynard

THAT, the Quinte Conservation Forest carbon update be received.

CARRIED

Staff offered some background on the project and agreement with ANEW and offered that the 2020-2021 credit has been received. Board member asked about the funds and where they are being held. Staff clarified that Quinte Conservation Foundation will be the recipient and holder of such funds.

12. QC Forest and Federal 30 by 30 Project Update (Motion to Receive)

MOTION QC-24-045

Moved By: Carrie West

Seconded By: Dave Ogden

THAT, the QC forest and enhancing Canada's protected areas update be received.

CARRIED

Staff offered brief overview of report.

13. Frink Centre Hi-Lo Bridge Replacement (Motion to Approve)

MOTION QC-24-046

Moved By: Norm Roberts

Seconded By: Mike Kerby

THAT, Quinte Conservation enter into a contract with Ducon Contractors and Homes Ltd. for the design of the Hi-Lo Boardwalk with an option to modify contract to include construction.

CARRIED

Staff offered brief explanation of the replacement costs for the bridge. A firm budget is yet to come, and looking for support from Parrot Foundation, application to be submitted. Board member asked about previous work history with Ducon. Staff offered that they are familiar with the company through

the regulations department as a company that follows the regulations. Staff clarified that if the quote is within 15% of initial quote, then we would like the ability to say yes rather than have to come back to the board for another approval.

14. Vehicle Purchase (Motion to Approve)

MOTION QC-24-047

Moved By: Paul Carr

Seconded By: Lynn Klages

THAT, staff be directed to replace the 2008 Ford F-150 in accordance with our Asset Management Plan, with a 2022 Chevrolet Silverado at a list price of \$31, 495 (plus taxes and licensing fees).

CARRIED

Board member asked about budget in the Asset Management Plan and staff clarified that the budget was set at 54,000. Purchase is under the set budget.

15. Changes to Regulations Policy Manual – Verbal Report (Motion to Receive)

MOTION QC-24-048

Moved By: Mike Kerby

Seconded By: Lynn Klages

THAT, Changes to the Quinte Conservation Regulations Policy Manual verbal report be received.

CARRIED

Staff offered verbal report and overview of changes. Update to policies and documentation done. Regulation was changed April 1st. Previous regulation was simple and easy to follow and protected the watershed. New regulation is more complicated and requires using both the regulation and act. There are no changes to the program however it will change the five tests used to make decisions about applications. New regulation omits the conservation of land test as it pertains to the protection of shorelines. Staff offered example of the conservation of land test and how it previously has prevented development within wetlands, and protected lands. The regulated area has changed, from 120M to 30M in some areas. Staff offered example of no longer being able to offer comments for development activities outside of the 30 m area. There is now a list of project types that no longer need a permit, and this presents some areas for concern. Staff offered description of process, a change to 90 days to issue permit, and penalties have increased. Board member asked about next hearing. Staff clarified.

16. Other Business

Staff offered that he, along with the Chair, attended a Conservation Ontario Meeting. The Minister responsible for the Ministry of Natural Resources and Forestry met with 12 CAs to discuss the new regulation and requirements. Shared that there is a willingness to open the lines of communication and some general hopes that it is the beginning of a better relationship moving forward.

17. Date and Time of Next Meeting

The date and time of next meeting is May 16, 2024, or earlier at the call of the chair.

18. Adjournment (*Motion to approve*)

The meeting was adjourned at 4:10 pm.

MOTION QC-24-049

Moved By: Norm Roberts

Seconded By: Kerby Thompson

THAT, the meeting be adjourned.

CARRIED

Don Kuntze , Vice Chair

MONTHLY PERMIT SUMMARY

APRIL 2024

DEPARTMENT: Planning & Regulations

MANAGER/TEAM LEAD: Paul McCoy

PREPARED BY: Sam Carney, Planning Technician

RECOMMENDED MOTION

THAT, the monthly permit summary for the month of APRIL 2024 be received.

RELATIONSHIP TO STRENGTHENING OUR NATURAL ECOSYSTEMS: A CONTINUING JOURNEY,
THE QUINTE CONSERVATION 2021 - 2030 STRATEGIC PLAN

This report supports the following pillar set forth in the Strategic Plan: **Advancing Environmental Science**

QC FILE NO.	SITE ADDRESS	WARD	TOWNSHIP	NATURAL FEATURE	WORK DESCRIPTION
REG0044-2024	1032 BURR RD	AMELIASBURGH	PEC	UNNAMED WETLAND	DRIVEWAY
REG0048-2024	2862 CTY RD 7	N. MARYSBURGH	PEC	LOST LAKE SWAMP PSW	DU PONDS
REG0049-2024	45 GIBSON LN	AMELIASBURGH	PEC	ROBLIN LAKE	RAISE A-FRAME DWELLING & WORKSHOP & POUR NEW FOUNDATIONS
REG0054-2024	105 MAIN ST	HALLOWELL	PEC	WEST LAKE	INSTALL ARMOURSTONE FOR EROSION PROTECTION
REG0055-2024	1152C CTY RD 3	AMELIASBURGH	PEC	BAY OF QUINTE	DEMO & RECONSTRUCT SHED
REG0056-2024	897 BELL BLVD	SIDNEY	QUINTE WEST	POTTER CREEK	RECOGNIZE AN EXISTING CROSSING
REG0059-2024	24 WHARF ST	WELLINGTON	PEC	LANE CREEK & LAKE ONT	CONSTRUCT BOULES COURT
REG0064-2024	219 BLACK RD	SOPHIASBURGH	PEC	UNNAMED WATERCOURSE	DWELLING & SEWAGE SYSTEM
REG0073-2024	S OF 5228 CTY RD 6	CAMDEN EAST	STONE MILLS	CAMERON SWAMP PSW	CULVERT REPLACEMENT
REG0074-2024	2296 CTY RD 3	AMELIASBURGH	PEC	BAY OF QUINTE & PINE PT WETLAND	SEWAGE SYSTEM
REG0075-2024	283 CTY RD 29	AMELIASBURGH	PEC	WELLER'S BAY	REMOVE ATTACHED GARAGE & CONSTRUCT 2 STOREY ADDITION, REPLACE SEWAGE SYSTEM

QC FILE NO.	SITE ADDRESS	WARD	TOWNSHIP	NATURAL FEATURE	WORK DESCRIPTION
REG0078-2024	0 HAMILTON RD	SIDNEY	QUINTE WEST	WATERCOURSES/WETLANDS	FORESTRY WORK ALONG CORRIDOR
REG0079-2024	PUTMAN INDUSTRIAL RD	THURLOW	BELLEVILLE	UNNAMED WETLANDS, WATERCOURSES	INSULATOR REPLACEMENT, BRUSHING, CROSSINGS
REG0086-2024	BOYCE RD	PORTLAND	S. FRONTENAC	PLEASANT VALLEY DRAIN	DRAIN MAINTENANCE
REG0087-2024	17887 HWY 62	TUDOR	TUDOR & CASHEL	UNNAMED WETLAND, UNNAMED BODY OF WATER	DRIVEWAY
REG0091-2024	6 PERTH CRT	THURLOW	BELLEVILLE	BELL CREEK & PSW	INGROUND POOL
REG0099-2024	67 MOIRA ST. E	CITY OF BELLEVILLE	BELLEVILLE	MOIRA RIVER	ADDITION TO DWELLING
REG0112-2024	470N NEVILLE PT RD	SHEFFIELD	STONE MILLS	BEAVER LAKE	REPLACE DECK/DOCK, ARMOUR STONE
REG0355-2023	264 OLD ORCHARD RD	AMELIASBURGH	PEC	BAY OF QUINTE	DEMO & REBUILD LARGER COTTAGE, SEWAGE SYSTEM, NEW BOATHOUSE, IN-GROUND HYDROSPA & ARMOURSTONE RETAINING WALLS

MONTHLY PLANNING SUMMARY

APRIL 2024

DEPARTMENT: Planning & Regulations

MANAGER/TEAM LEAD: Paul McCoy

PREPARED BY: Sam Carney, Planning Technician

RECOMMENDED MOTION

THAT, the monthly planning summary for the month of APRIL 2024 be received.

RELATIONSHIP TO STRENGTHENING OUR NATURAL ECOSYSTEMS: A CONTINUING JOURNEY, THE QUINTE CONSERVATION 2021 - 2030 STRATEGIC PLAN

This report supports the following pillar set forth in the Strategic Plan: **Advancing Environmental Science**

APPL'N TYPE & QC FILE NO.	SITE ADDRESS	WARD	TOWNSHIP	NATURAL FEATURE	APPL'N DESCRIPTION
CONSENT, PL0013-2024	BLUE HERON RIDGE	KENNEBEC	CENTRAL FRONTENAC	KENNEBEC LAKE	3 LOT ADDITIONS
CONSENT, PL0075-2024	2571 RAPIDS RD	HUNGERFORD	HASTINGS CTY (TWEED)	KARST	SEVER 1 RURAL PARCEL
CONSENT, PL0077-2024	245 MILLER RD	CAMDEN EAST	STONE MILLS	SALMON RIVER, WETLANDS & KARST	SEVER 1 RURAL PARCEL
CONSENT, PL0081-2024	3447 DESERT LAKE RD	PORTLAND	S. FRONTENAC	WATERCOURSES, WETLANDS & WATERBODY	SEVER 1 RURAL PARCEL
CONSENT, PL0082-2024	687 ELZEVR RD	ELZEVR	HASTINGS CTY (TWEED)	WATERCOURSES & WETLANDS	SEVER 1 RURAL PARCEL
CONSENT, PL0083-2024	1520 OLD HUNGERFORD RD	HUNGERFORD	HASTINGS CTY (TWEED)	WATERCOURSE, WETLANDS & KARST	SEVER 2 RURAL PARCELS
CONSENT, PL0084-2024	OLD HUNGERFORD RD	HUNGERFORD	HASTINGS CTY (TWEED)	WETLANDS & KARST	SEVER 1 RURAL PARCEL
CONSENT, PL0085-2024	370 WOODCOCK MILLS RD	SHEFFIELD	STONE MILLS	WETLANDS & SALMON RIVER	SEVER 1 RURAL PARCEL
CONSENT, PL0086-2024	1523 BETHEL RD	CAMDEN EAST	STONE MILLS	KARST	SEVER 1 RURAL PARCEL
CONSENT, PL0087-2024	12 HOLLY LN	SHEFFIELD	STONE MILLS	BEAVER LAKE & PSW	LOT ADDITION
CONSENT, PL0100-2024	487 QUEENSBOROUGH RD	ELZEVR	HASTINGS CTY (TWEED)	WATERBODY, STEEP SLOPE, WETLANDS, WATERCOURSES & BLACK RIVER	SEVER 2 RURAL PARCELS
CONSENT, PL0102-2024	438 CTY RD 17	CAMDEN EAST	STONE MILLS	WATERCOURSE, KARST	SEVER 1 RURAL PARCEL

APPL'N TYPE & QC FILE NO.	SITE ADDRESS	WARD	TOWNSHIP	NATURAL FEATURE	APPL'N DESCRIPTION
CONSENT, PL0103-2024	231 COLEBROOK RD	CAMDEN EAST	STONE MILLS	NAPANEE RIVER, WETLANDS, KARST	SEVER 1 RURAL PARCEL
CONSENT, PL0104-2024	248 SHANNON RD	THURLOW	BELLEVILLE	WATERCOURSES & WETLANDS	SEVER 1 RURAL PARCEL
CONSENT, PL0106-2024	7558 RD 38	PORTLAND	S. FRONTENAC	WETLAND	SEVER 1 RURAL PARCEL
CONSENT, PL0108-2024	0 ROBINSON RD	ELZEVIR	HASTINGS CTY (TWEED)	NONE	SEVER 1 RURAL PARCEL
CONSENT, PL0222-2021	1457 FISH & GAME CLUB RD	SIDNEY	QUINTE WEST	WATERCOURSES & WETLANDS	SEVER 1 RURAL PARCEL
CONSENT, PL0305-2022	CTY RD 15	SHEFFIELD	STONE MILLS	SHEFFIELD LONG LAKE, WATERBODY, WETLANDS & WATERCOURSES	SEVER 2 RURAL PARCELS & CREATE 2 EASEMENTS
CONSENT & ZBA, PL0089- 2024	1400 CTY RD 12	HALLOWELL	PEC	WEST LAKE & PSW	LOT ADDITION & REZONE SEVERED TO LSR
ZBA, PL0020- 2021	51 MCCLELLAN ST	HUNGERFORD	TWEED	NONE	REZONE FROM R1 TO MR-10 FOR MULTI-RES DWELLING
ZBA, PL0067- 2024	MCFARLANE RD	TYENDINAGA	TYENDINAGA	BLESSINGTON CREEK, WETLANDS & KARST	REZONE SEVERED LOTS FROM MA TO RR
ZBA, PL0068- 2024	W OF 4342 BLESSINGTON RD	TYENDINAGA	TYENDINAGA	WATERCOURSES, WETLANDS & KARST	REZONE 2 SEVERED LOTS FROM MA TO RR
ZBA, PL0080- 2024	518 OLD HUNGERFORD RD	HUNGERFORD	TWEED	WETLANDS & KARST	REZONE SEVERED LOT FROM RU TO RR
ZBA, PL0088- 2024	E OF 3513 BLESSINGTON RD	TYENDINAGA	TYENDINAGA	FISHER CREEK PSW	REZONE SEVERED FROM MA TO RR
ZBA, PL0090- 2024	2241 RAPIDS RD	HUNGERFORD	TWEED	WATERCOURSES, WETLANDS & KARST	REZONE RETAINED FROM RU TO RR
ZBA, PL0092- 2024	451 BAPTIST CHURCH RD	SIDNEY	QUINTE WEST	FOXBORO SWAMP PSW	REZONE SEVERED FROM RU TO RR & RETAINED FROM RU TO RU-58
ZBA, PL0093- 2024	VACANT LOT ROBLIN RD	SIDNEY	QUINTE WEST	WATERCOURSE & WETLANDS	REZONE SEVERED LOT FROM RU TO RR
ZBA, PL0094- 2024	2132 OLD MARMORA RD	MARMORA	MARMORA & LAKE	WATERCOURSES & WETLANDS	REZONE 2 SEVERED LOTS FROM MA TO RR

APPL'N TYPE & QC FILE NO.	SITE ADDRESS	WARD	TOWNSHIP	NATURAL FEATURE	APPL'N DESCRIPTION
ZBA , PL0095-2024	1140 & 1210 LAZIER RD	TYENDINAGA	TYENDINAGA	WETLANDS, WATERCOURSES & KARST	REZONE RETAINED FROM MA TO MA-X
ZBA , PL0096-2024	1314 LAZIER RD	TYENDINAGA	TYENDINAGA	WATERCOURSES, WETLANDS & KARST	RE-ZONE SEV B FROM MA TO RR
ZBA , PL0097-2024	1314 LAZIER RD	TYENDINAGA	TYENDINAGA	WETLANDS, WATERCOURSES & KARST	RE-ZONE SEV A FROM MA TO RR
ZBA , PL0098-2024	1694 SHANNON RD	TYENDINAGA	TYENDINAGA	WETLANDS & KARST	RE-ZONE SEVERED PARCEL FROM MA TO RR
ZBA , PL0099-2024	347 MAIN ST	PICTON	PEC	NONE	REZONE FROM I TO CG-XX FOR HOTEL ADDITION AND ANCILLARY USES
ZBA , PL0101-2024	764 BETHEL RD	HUNGERFORD	TWEED	1:100 YR FP MOIRA RIVER (WEST CHANNEL)	REZONE 2 SEVERED LOTS FROM RU TO RR
MINOR VARIANCE , PL0091-2024	3423 CTY RD 7	NO. MARYSBURGH	PEC	ADOLPHUS REACH	RELIEF FROM FRONT YARD SETBACK FOR COVERED PORCH
MINOR VARIANCE , PL0105-2024	380 COLEMAN ST	THURLOW	BELLEVILLE	NONE	REDUCE NO. OF PKG SPACES FROM 19 TO 10
MINOR VARIANCE , PL0252-2023	37 UNION ST	CAMDEN EAST	STONE MILLS	SALMON RIVER	RELIEF FROM REAR YARD, RD CENTRELINE, PARKING & FP SETBACK FOR DWELLING & SEWAGE SYSTEM
SITE PLAN , PLP0002-2023	15841 LOYALIST PKWY	HALLOWELL	PEC	WEST LAKE	REVIEW OF UPDATED SWM REPORT (JEWELL ENG, FEB.23, 2024) INCL DWG GP-01 AND SS-01 REV.9 DATED FEB.28, 2024 BY JEWELL ENG.
SITE PLAN , PLP0031-2022	501 COLLEGE ST E	THURLOW	BELLEVILLE	TRIB OF BELL CREEK	REVIEW OF SWM REPORT (ARCADIS, MARCH 14, 2024) INCL DWGS SWM1 & SWM2 REV.1 DATED MARCH 15, 2024

APPL'N TYPE & QC FILE NO.	SITE ADDRESS	WARD	TOWNSHIP	NATURAL FEATURE	APPL'N DESCRIPTION
SUBDIVISION & ZBA, PLP0010- 2024	621 DUNDAS ST E.	THURLOW	BELLEVILLE	BAY OF QUINTE & BELLEVILLE MARSH PSW	REVIEW OF PLANNING JUSTIFICATION REPORT (FOTENN, JAN.31, 2024), THE FUNCTIONAL SERVICING REPORT (VAN MEER LTD., JAN.24, 2024), DWG A0.1 REV. 19.04/2023 AND THE ELEVATION DWGS BY CYNTHIA ZAHORUK REV. 19/04/2023

Quinte Conservation Hydro
McLeod Dam Hydro Operations

	March 2023 YTD	March 2024 YTD
<u>Expenses</u>		
Operator	\$ 9,785.91	\$ 9,785.91
Routine Maintenance	\$ 1,258.88	\$ 7,639.48
<i>Trashrack cleaning, janitorial, oil changes Oil, filter, grease, cleaning supplies etc. Outside contractors such as electricians, technicians required to complete routine maintenance or small repairs including deicing.</i>		
Major Maintenance	\$ -	\$ -
<i>Repairs that are not routine that require a prolonged outage to the plant. This budget item should be placed in a reserve from year to year if not spent to pay for future repairs.</i>		
Services	\$ 5,033.27	\$ 9,146.26
<i>Electricity used during shutdowns Internet connection costs Alarm monitoring fees Insurance required for loan guarantee Audit fee Fees Paid to Veridian Administration fees Engineering fees</i>		
Total Expenses	\$ 16,078.06	\$ 26,571.65
<u>Revenue</u>		
Generated Revenue	\$ (101,293.72)	\$ (147,589.26)
Interest and Principal <i>-Repayment of the Loan</i>	\$ 79,139.49	\$ 79,139.49

2024-25 WATER INFRASTRUCTURE CAPITAL ASSET MANAGEMENT PLAN PROJECTS UPDATE

DATE: MAY/16/2024

**DEPARTMENT: WATER RESOURCES, MANAGER/TEAMLEAD:CHRISTINE PHILLIBERT,
PREPARED BY: MIKE SMITH, WATER CONTROL STRUCTURES TECHNOLOGIST**

RECOMMENDED MOTION

THAT, the 2024-25 Water Management Infrastructure Capital Projects Update report be received;

and

FURTHER THAT, staff proceed with establishing contracts for each project when the budgets are within the approved capital budget.

RELATIONSHIP TO STRENGTHENING OUR NATURAL ECOSYSTEMS: A CONTINUING JOURNEY, THE QUINTE CONSERVATION 2021 – 2030 STRATEGIC PLAN

This report supports the following pillar set forth in the Strategic Plan:

<i>Accelerating Advocacy</i>	<i>Advancing Environmental Science</i>	<i>Boosting Well-Being</i>	<i>Strengthening Brand Recognition</i>
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BACKGROUND INFORMATION

Quinte Conservation receives financial support for maintenance of our water infrastructure from our municipal partners as well as the provincial government. Each year we apply for funding through the WECI (Water and Erosion Control Infrastructure) program. This provincial program provides 50% grants to help support the maintenance of our flood control infrastructure. Quinte Conservation relies on our Water Infrastructure Capital Asset Management Plan special levy as matching funds for the WECI grant. In 2021, Quinte Conservation implemented the 10-year Capital Maintenance Plan asking municipalities that benefit from flood control structures to contribute to reserve accounts for future capital maintenance of these structures.

WECI has implemented a new multi-year agreement which will include the fiscal years of 2024/25 and 2025/26. The intent is to allow for the phasing of larger projects over the 2 years. At the time of this report, the details of the 2-year project eligibility has not been provided to Quinte Conservation. In addition to the 2024/25 projects, Quinte Conservation may submit the below noted projects for 2025/26 if they are deemed eligible for the WECI 2-year project grant.

For the year 2024/25 Quinte Conservation recommends applying for 4 Dam Safety Reviews, 3 design documents, 1 tender document, and 1 dam rehabilitation. The proposed projects total \$970,00. The costs are covered through the special levy for Capital Asset Water and Erosion Control Structures and offset by the WECI grant.

The below projects are being considered for 2024-25 provided that provincial financial support can be secured.

2024/25 - THIRD DEPOT REHABILITATION – AGENCY REVIEW AND DECOMMISSIONING STUDY PREPARATION

As part of the WECl program in 2021, Quinte Conservation issued a contract to GHD who undertook a Seepage Study at 3rd Depot Lake Dam. This report identified a seepage path through the sheet pile in the middle of the dam. It also suggested that through the 50+ year lifespan of the dam the internal sheet pile system may have significantly deteriorated. The study recommended that Quinte Conservation investigate the system by exposing sections of the sheet pile to determine if the theoretical deterioration matched the actual conditions.

As part of the WECl program in 2022, Quinte Conservation exposed the sheet pile in three locations and had GHD inspect the conditions. It was found that the thickness of the sheet pile had been reduced by 85%, the seams are significantly deteriorated, and the remaining metal is now prone to rock puncture. GHD recommends that Quinte Conservation begin the process to repair or replace the sheet pile as soon as possible.

As part of the WECl program in 2023, Quinte Conservation engaged D.M. Wills to complete an environmental assessment which will review the available options. These options included dam removal, dam repair or dam replacement.

It was originally expected that the Third Depot Environmental Assessment would be completed by March 2024. However, in the later stages of the project it was realized that the decommissioning options could not be fully analyzed within the scope and timelines of the contract. The 2024-25 project as noted in the previous board report was modified from tender (de)construction documents to a decommissioning analysis which includes permit agency discussions and preparation for an environmental and hydraulic analysis which would be completed in subsequent years.

Quinte Conservation intends to request funds to complete the decommissioning analysis and preparation for the next phase of the project. The budget for this work is \$27,500.

2024/25 - DEEROCK LAKE – SPILLWAY RESURFACING DESIGN AND TENDER DOCUMENTS

The Deerock Lake Dam was built in 1969 with no major rehabilitation. It is comprised of an earthen embankment (3.6m high by 92.8m long) with a 42" valve and outlet. To the north is a 0.3m high x 30.5m long spillway. The spillway over time has become worn down, cracked and has some moderate to severe spalling. Both the dam capital asset management plan and QC inspections have identified the need to rectify these issues. The proposed WECl project this year includes the creation of tender documents including any required specifications or drawings. The budget for this work is \$40,000.



Picture 2.0 – Deerock Spillway. Showing exposed rebar, cracking and worn concrete.

2024/25 - BELLROCK – ANCHORING SYSTEM

Bellrock Dam was built in 1958 and consists of a concrete gravity structure with an integral concrete spillway and overflow section. The dam received rehabilitation in 1982 and 1991 followed by a new Gantry in 2010.

In 2004, Acres International completed a dam safety review which recommended stabilizing the dam using passive anchor and post-tensioned anchors within 2 years.

QC applied for and received a grant from WECl in 2022. However, upon further site inspection and discussions with the contractors, QC completed a coring inspection which revealed the need to modify the design by increasing the size of the anchor bolts. The actual rock anchor installation could not be completed due to schedule and finances.

With the coring and tendering complete, QC intends on applying for the rock anchors. The budget for this work is currently estimated to be \$187,000.

2024/25 - SECOND DEPOT DAM SAFETY REVIEW & PUBLIC SAFETY RISK ASSESSMENT

The 2nd Depot Lake Dam is an embankment dam built in 1958 and consists of an 8m high concrete outlet structure and spillway. The last Dam Safety Review was completed in 2009. The capital asset plan identifies the requirement of a DSR and PSRA for this dam. This is consistent with the guidelines from the Canadian Dam Association which state that a dam with this hazard level should undergo a Dam Safety Review every 10 years or following a significant structural change.

The budget for this work is currently estimated to be \$135,000.

2024/25 - BLOOMFIELD DAM SAFETY REVIEW & PUBLIC SAFETY RISK ASSESSMENT

The Bloomfield Dam is a 55m long embankment dam with a drop inlet structure. The dam was reconstructed in 1975. The last Dam Safety Review was completed in 2009. The capital asset plan identifies the requirement of a DSR and PSRA for this dam. This is consistent with the guidelines from the Canadian Dam Association

which state that a dam with this hazard level should undergo a Dam Safety Review every 10 years or following a significant structural change.

The budget for this work is currently estimated to be \$135,000.

2024/25 - MILLFORD DAM SAFETY REVIEW & PUBLIC SAFETY RISK ASSESSMENT

The Milford Dam is a 4.5m high by 30m long concrete weir. The dam was built in 1980 with no major rehabilitation since. The last Dam Safety Review was completed in 2009. The capital asset plan identifies the requirement of a DSR and PSRA for this dam. This is consistent with the guidelines from the Canadian Dam Association which state that a dam with this hazard level should undergo a Dam Safety Review every 10 years or following a significant structural change.

The budget for this work is currently estimated to be \$135,000.

2024/25 - MACAULAY MOUNTAIN DAM SAFETY REVIEW & PUBLIC SAFETY RISK ASSESSMENT

The Macaulay Mountain dam is a 2m high x 35m long embankment dam. The dam was built in 1973 with no major rehabilitation since. The last Dam Safety Review was completed in 2009. The capital asset plan identifies the requirement of a DSR, PSRA and geotechnical for this dam. This is consistent with the guidelines from the Canadian Dam Association which state that a dam with this hazard level should undergo a Dam Safety Review every 10 years or following a significant structural change.

The budget for this work is currently estimated to be \$135,000.

2024/25 - LOWER ARDEN DAM & UPPER ARDEN DAM ROCK ANCHOR DESIGN

This project was added to the 2024-25 capital projects list after the 'Proposed 2024 Capital Project' October board report.

The 2023 Dam Safety Review completed by KGS recommended rock anchors at both dams in order to satisfy the 2011 MNRF guidelines for the winter usual or unusual loading cases.

The budget for the project is estimated to be \$40,000 per dam for a total of \$80,000.

2024/25 - CONSECON DAM – MINOR UPGRADES

This project was added to the 2024-25 capital projects list after the 'Proposed 2024 Capital Project' October board report.

The 2023 Dam Safety Review completed by KGS recommended several modifications to the dam including a new stairway, patio slab drainage, parging, new signage, design of an undermined area of the spillway and an investigation into property ownership.

The budget for this work is \$95,000.00

2025/26 – THIRD DEPOT DAM – PREFERRED ALTERNATIVE SELECTION

The 2024/25 project and securing the second year funding would position Quinte Conservation to begin any required 2025 spring monitoring studies to assess the environmental impact of decommissioning. This timing would be difficult if this project is not pre-approved.

The studies are expected to include a bathymetric survey of the lake, physical environmental assessment, natural environment assessment, mapping, public consultation, hydrologic/hydraulic impacts and final reports. The outcome of the project would be the selection of a preferred alternative to address the structural deficiencies at Third Depot Lake Dam.

The budget for this is \$375,000.

2025/26 – DEEROCK DAM – SPILLWAY RESURFACING

The 2024/25 spillway resurfacing design would allow the resurfacing to occur during the low water season in 2025/26. The budget is based on the estimate contained with the Water Management Infrastructure Capital Asset Management Plan. The budget is \$375,000.00.

2025/26 – LOWER ARDEN DAM – ROCK ANCHOR INSTALLATION

The 2024/25 rock anchor design would allow the rock anchors to be installed in 2025/2026. The budget is based on a tender held for rock anchors on another dam of similar size and quantity. The budget is \$380,000.00.

2025/26 – UPPER ARDEN DAM – ROCK ANCHOR INSTALLATION

The 2024/25 rock anchor design would allow the rock anchors to be installed in 2025/2026. The budget is based on a tender held for rock anchors on another dam of similar size and quantity. The budget is \$290,000.00.

PROJECT EVALUATION AND AWARD

Consultants and contractors are transparently procured following Quinte Conservation's purchasing policy. Further, the evaluation criteria for project proposals is provided to consultants within the Request for Proposal. The evaluation criteria used is consistent with previous years and considers the project cost, project proposal (how well the consultant understood the scope of work and intent of the RfP), and project team experience/references.

In previous years, the Executive Committee has received staff reports regarding the recommended vendor prior to Quinte Conservation entering a contract. This process has occasionally resulted in delays in contract award and project scheduling conflicts. Staff propose to award projects that are on or under the Executive approved budget while continuing to follow the transparent project tendering and the publicly available evaluation criteria. The project awards will be communicated to the Executive at the following Executive meeting. In the case where the proposals are over-budget, or under-budget proposals are unacceptable, staff will bring a report to the Executive prior to executing a contract.

WELL CONTRACTOR LICENCE REINSTATEMENT

DATE: APRIL 18, 2024

SUBMITTED BY: BRAD MCNEVIN, CAO

DEPARTMENT: ADMINISTRATION

RECOMMENDED MOTION

THAT, the Executive Board appoint Mary Gunning as the license holder for Quinte Conservation’s Well Contractor Licence in accordance with the Ministry of Environment Conservation and Parks procedural guidelines.

RELATIONSHIP TO STRENGTHENING OUR NATURAL ECOSYSTEMS: A CONTINUING JOURNEY, THE QUINTE CONSERVATION 2021 – 2030 STRATEGIC PLAN

This report supports the following pillar set forth in the Strategic Plan: **All Pillars**

<i>Accelerating Advocacy</i>	<i>Advancing Environmental Science</i>	<i>Boosting Well-Being</i>	<i>Strengthening Brand Recognition</i>
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BACKGROUND INFORMATION

At Quinte Conservation Authority, our **Vision** is to advance watershed knowledge and collective actions to strengthen our natural ecosystems. This is supported by our **Mission** in creating a sustainable ecosystem where people and nature live in harmony.

Quinte Conservation owns/operates 29 groundwater monitoring wells located throughout the watershed in partnership with the Ministry of Environment, Conservation and Parks. This partnership is an important aspect of the Provincial Groundwater Monitoring Network (PGMN) and identified as a mandatory program within the Conservation Authorities Act. In addition to these wells, we have other monitoring and water supply wells spanning over the 30, 000 acres of QC owned properties. Quinte Conservation has a team of expert staff, and we support our staff being appropriately trained and licensed in work that they are conducting. This includes staff that are working on wells who need to be fluent with Water Wells in Ontario including the Rules, Exemptions, and Best Management Practices under R.R.O 1990, Regulation 903 (wells) under Ontario Water Resources Act.

Recently, we received a grant through the federal government to have Evan Britton, Mark Boone and Mary Gunning complete the mandatory 30-hour training course required in Regulation 903. They successfully passed the exam to become licensed well technicians. For Quinte Conservation to allow staff to perform work on our wells, we also need to have a Well Contractor Licence. Our existing well contractor licence has expired, and we are required to have it reinstated through an application process to MECP.

PROJECT DESCRIPTION

Quinte Conservation is required to submit a new application to become a licensed Well Contractor. As part of the Well Contractor Licence, we must formally appoint a person to represent Quinte Conservation as the licence holder.

RATIONALE

Management is recommending Mary Gunning to be the staff member identified for the Well Contractor Licence. Mary supervises all the monitoring and repair activities associated with the PGMN program. Mary has successfully passed the required testing and has been assisting with the PGMN for over 15 years.

FINANCIAL DETAILS

There are not any financial costs to appointing Mary to represent Quinte Conservation on our Well Contractor Licence.

There are some financial commitments regarding the program. An annual renewal of the contractor's license and renewal of our well technician licenses are a requirement. The annual renewal fee for the contractor license is \$ 200.00 and the renewal of the licensed well technicians is \$ 100.00. We currently have one well technician license but this will change as soon as our two other staff members get approval based on apprenticeship hours. In addition, each technician is required to take 21 hours of training every three years or 7 hours per year to ensure compliance. The required course is approximately 7 hours in length and estimated at \$ 300.00.

We are also required to provide proof of insurance as part of the renewal process. The insurance does not impact our insurance premium as it is part of our standard package.

PARTNER GROUPS/CONSULTANTS

Ministry of Environment, Conservation and Parks has been assisting with the application for Well Contractor Licence.

QC PERSONNEL POLICY, HEALTH AND SAFETY MANUAL AND EMPLOYMENT AGREEMENTS

DATE: APRIL 18, 2024

SUBMITTED BY: BRAD MCNEVIN, CAO

DEPARTMENT: ADMINISTRATION

RECOMMENDED MOTION

THAT, the changes to the Quinte Conservation Personnel Policy, now titled “Quinte Conservation HR Core Protective Documents” dated May 2024, be approved;

AND THAT, the changes to the Quinte Conservation Health and Safety Policy and Process Manual, dated May 2024, be approved;

AND FURTHER THAT, the CAO be directed to circulate the new employment agreement, HR Core Protective Documents and Health and Safety Policy and Process Manual to staff and implement the changes.

RELATIONSHIP TO STRENGTHENING OUR NATURAL ECOSYSTEMS: A CONTINUING JOURNEY, THE QUINTE CONSERVATION 2021 – 2030 STRATEGIC PLAN

This report supports the following pillar set forth in the Strategic Plan: **All Pillars**

<i>Accelerating Advocacy</i>	<i>Advancing Environmental Science</i>	<i>Boosting Well-Being</i>	<i>Strengthening Brand Recognition</i>
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BACKGROUND INFORMATION

At Quinte Conservation Authority, our **Vision** is to advance watershed knowledge and collective actions to strengthen our natural ecosystems. This is supported by our **Mission** in creating a sustainable ecosystem where people and nature live in harmony.

Dating back to the early 2000’s, Quinte Conservation (QC) has maintained a “Personnel Policy” for the purpose of ensuring fair and uniform treatment of all employees in their day-to-day relations. The ‘Personnel Policy’ forms part of the terms of employment for all Quinte Conservation staff and each employee is responsible for ensuring they adhere to company policy and procedures. In 2023, HR Covered (a company specializing in Human Resources) reviewed our policies to ensure we are compliant with current trends and legislation. As part of this review, HR Covered updated our “Personnel Policy” to reflect legislative changes and to modernize our operations. It is recommended that the ‘HR Core Protective Documents’ replace the past QC Personnel Policy (May 2020) moving forward.

As part of the same initiative, HR Covered reviewed our existing Health and Safety Policy Manual and made changes to ensure our operations are compliant with current legislation.

PROJECT DESCRIPTION

With this staff report I have provided a copy of the new ‘HR Core Protective Documents’ and the revised “Health and Safety Policy and Process Manual”. Upon board approval, I will have final signed version provided to all staff. As part of the transition to the HR Core Protective Documents and Health and Safety Policy and Process Manual, we will also be providing all staff with ‘Employment Agreements’. The “Employment Agreement” outlines the basic conditions and expectations entered in to between the employee and Quinte Conservation. On an annual basis staff are provided a letter outlining their compensation and vacation entitlement. However, prior to 2019, new hires were not provided a written employment agreement, and this came as a recommendation from HR Covered. HR Covered highlighted that it is an important part of any formal employment agreement that all employee files have a signed commitment. This goes together with the HR Core Protective Documents. I have provided a blank version of the employment agreement with this staff report.

Although the ‘HR Core Protective Documents’ and ‘Health and Safety Policy and Process Manual’ are similar to the previously approved “QC Personnel Policy” and “H&S Manual”; the following lists some of the main highlights and rationale for the changes:

- ❖ Welcome section – describes the organization, mission, vision, and values. Includes some history and outlines our “Open Door” commitment to have an environment that is open and accessible for employee satisfaction and well being.
- ❖ Accessibility – updated information to meet legislative requirements.
- ❖ Human Rights Commitment – updated information to meet legislative requirements.
- ❖ Dress Code Policy has been updated through guidance from HR Covered.
- ❖ Hours of Work, Overtime and Duty Officer - New policy regarding “Duty Officer” and how Quinte Conservation will manage after hours and weekend issues to ensure that staff can properly disconnect from work. The policy outlines our commitment to having staff available for emergency response and to deal with public concerns and issues.
- ❖ Purchasing Policy – Staff modernized the existing policy to reflect current standards and practices using neighbouring conservation authorities’ resources (specifically LTC and MVCA as they recently went through an update to their policies). Of note, spending limits have been modified:
 - Purchases over \$100,000 require public bid process (previous version was anything over \$20,000).
 - Purchases between \$10,000 and \$100,000 require three written quotes (previous was \$3000 to \$20,000)
 - Purchases between \$1,000 and \$10,000 competitive quotes preferred but not required if Policy Goals are adhered to (previous was anything up to \$3000 requires three phone quotes or equivalent)
 - Purchases less than \$1,000, no quotation required.
- ❖ Working From Home Policy – Updated the previous “Flex Place” policy to ensure employee and employer have clearly defined responsibilities.
- ❖ HR Covered has recommended the removal of the severance clause as it does not align with the Employment Standards Act (ESA). The “Involuntary Termination” clause sets the criteria outlined in the ESA and we have added some flexibility to allow severance to be paid in addition to the minimum, but this now becomes at the discretion of the Executive Board and CAO. The new policy states:
 - Employees may also be entitled to severance pay based on their years of service as defined under the Employment Standards Act.
 - The Executive Board and CAO shall determine whether severance pay should be applied, up to a maximum of 52 weeks.

The QC Personnel Policy, had the following severance clause that has been removed:

- 19.06 Severance - Upon termination of a regular employee except for cause by the employee a severance package of 3 weeks for every 12 months of service shall be paid to a maximum of 52 weeks.
- ❖ Disconnecting from work - As an organization of more than 25 employees as of January 1, 2022 (note: part time and casual employees, as well as employees at different company locations are counted in this total), Quinte Conservation requires this policy to be in place regarding an employee's right to disconnect from work.
- ❖ Electronic Monitoring - This new policy is based on Bill 88: Working for Workers Act, 2022 and is subject to change as per any new information provided by the Government of Ontario. As an organization of more than 25 employees as of January 1, 2022 (note: part time and casual employees, as well as employees at different company locations are counted in this total), Quinte Conservation is required to have this policy in place regarding electronic monitoring.
- ❖ Through our search of the Conservation Authorities Act, Municipal Act, and other Conservation Authority Personnel Policies, we could not find any reason to prevent staff from running as an elected official in a municipal, provincial and/or federal election. We recognize that being elected to a provincial or federal position would require the employee to resign because the position would be a fulltime commitment. In efforts to provide the ability to staff to fulfill their civic duty, we can make it easier for an employee to run in any election and provide guidance around conflict of interest. Therefore, we have removed two clauses in the "Conduct" section that previously stated:
 - 2.11 Employees may stand as a candidate of election to Federal office, Provincial office, or Municipal Council in the area over QC's jurisdiction, provided that:
 - He/she has been granted leave of absence without pay for the period commencing on the day provided for the nomination of candidates and ending on the polling day.
 - If elected, he/she resigns his/her position.
 - Where an employee has been granted leave of absence and was not elected, the period of leave of absence shall not be computed in determining the length service for any purpose and the service before and after such period shall be deemed to be continuous for all purposes.
 - 2.12 Elections outside the QC watershed, Employees may:
 - Stand as a candidate for election to any Municipal office in any area outside the area over which QC has jurisdiction.
 - Hold any Municipal office in any area outside the area in which QC has jurisdiction.
- ❖ To ensure we have guidance related to elections and political activity, we have added information into our Conduct and Discipline Policy section titled "Political Activity".
- ❖ Health and Safety Policy and Procedures Manual now includes all relevant policies and procedures in one document. HR Covered has updated many of our legislative requirements and language to reflect current standards.

RATIONALE

The proposed changes to the Quinte Conservation Personnel Policy and Health and Safety Manual are important to ensure we are meeting our legislative responsibilities and protecting Quinte Conservation and our valuable employees. Our goal will be to establish the HR Core Protective Documents and ensure they are the foundation of our commitment to our employees.

Quinte Conservation firmly believes that a positive working environment will not only ensure maximum staff productivity, and therefore long-term employability, but also a friendly and stimulating working atmosphere. An attitude of listening and openness is required by all members of Quinte Conservation. My door is always open to constructive exchanges and several means of communication are available to staff so that they can quickly and easily convey their message to the people concerned. Good understanding is the business of all members of our organization. Quinte Conservation is committed to providing a safe and healthy work environment for all our employees. In return, we ask for

a commitment to Quinte Conservation. All employees must comply with company policies and health and safety regulations.

PARTNER GROUPS/CONSULTANTS

HR Covered provided support to prepare the “HR Core Protective Documents” with updated policies.

HR Covered provided support for the development and updating of the “employment agreement”.

HR Covered provided support for the revisions of the Health and Safety Policy and Process Manual.



HR Core Protective Documents

May 2024



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Welcome

About Our Organization

We would like to welcome you to Quinte Conservation (the "Company"). It is our pleasure to welcome you to our team. Since the beginning of the company's activities, we have always attributed our success to the work and cooperation of our staff.

Whether you are a new employee or have been working for a few years at Quinte Conservation, this Employee Handbook ("Handbook") is intended to answer questions you may have about the Company. It is intended to be a working tool that you can refer to when necessary to learn about, or remember, many aspects of your work environment.

Our mission and values, organizational structure, policies, procedures and current practices, summary of benefits (if applicable) are elements that shape the organizational culture of Quinte Conservation.

Management can also provide you with information and guidance on how the organization works. Please note that we reserve the right to revise, at any time, the nature and content of our policies, practices, and benefits (if applicable) in line with its financial capabilities and market developments.

Please also note that the Employment Standards Act of Ontario will always take precedence over this document. Should you wish to make any suggestions and/or comments to improve the quality of your work environment and the diversity of services offered, we invite you to discuss them with management.

We are pleased to have you on board, and we hope that your experience with our team will be a rewarding one. If you have any questions or recommendations regarding this Handbook, please do not hesitate to contact me or any member of the management team.

Brad McNevin, Chief Administrative Officer (CAO)

Mission

To create a sustainable ecosystem where people and nature live in harmony.

Vision

Advance watershed knowledge and collective actions to strengthen our natural ecosystems.

Values

Teamwork

We believe that our development is based on the involvement of our staff, and we encourage teamwork and collaboration between all staff members.

Respect

We are committed to respect in the workplace. It is important to treat our peers and clients fairly, while being sensitive to the needs of each individual person.

Innovation

To remain competitive, we strive to encourage new ideas by maintaining a continuous improvement program. We believe in human potential and ensure that we implement projects to improve our processes.

Recognition

To remain an employer of choice, we recognize our staff and continually seek to contribute to their job satisfaction. We focus on their training and on sharing their skills.

Health and Safety at Work

To remain a responsible employer, we ensure that each member of the team is committed to promoting and practicing a safe approach to work in all circumstances. This approach is the best guarantee of continuous improvement in health and safety.

History of Our Organizations

We are a local watershed-based not-for-profit environmental protection agency. Our services are focused on protecting people and property from the dangers of natural hazards. One of our main roles is to provide flood forecasting and low water information to municipalities and residents within our jurisdiction. Our natural boundaries include the drainage basins of the Moira, Napanee, and Salmon Rivers and all of Prince Edward County.

To find out more about the company, we invite you to visit our website at www.quinteconservation.ca.

Force of Policies

At Quinte Conservation, we strive to create a fair and efficient workplace where employees are safe and can thrive. The policies in this handbook apply to all employees at Quinte Conservation and are intended to provide a consistent set of guidelines to direct the behaviour of all members of our team. They are based on current legislation and best practices and, therefore, may need to be amended from time to time. If there are any discrepancies between the policies in this manual and current legislation, the legislation will take precedence. Employees are expected to be familiar with the contents of this manual and to refer to it as necessary to inform their actions and behaviour.

Open Door

Quinte Conservation is committed to an open and accessible environment for employee communication, feedback, suggestions, and complaints. This communication may be provided by email, text, verbally, or otherwise (e.g., on the company's message board, etc.).

We have instituted an Open Door Policy to ensure that employees feel comfortable and safe bringing forward items that may need attention in the business. An Open Door Policy also means that if an employee is nervous to bring a concern forward to a specific person, they may bring it forward to another person in the organization without fear of repercussion.

*Please note that if a complaint involves any element relating to discrimination, violence, or harassment, the investigation procedures in those applicable policies (Anti-Violence Policy, Anti-Harassment Policy, Human Rights Policy, etc.) will be followed rather than what is outlined in this policy.

Supervisor/Manager

Employees are encouraged to speak first to their immediate supervisor/manager regarding suggestions for improvements, changes to processes, etc., as their supervisor/manager would be the closest to be able to see how changes could be implemented. If an employee is uncomfortable speaking to their direct supervisor/manager, they may speak to any other member of management they feel comfortable with.

Meeting Time

Employees are encouraged to request a time to speak with their chosen communicator, bearing in mind key operational responsibilities and deadlines. As much as possible, employee requests will take precedence over other issues, although there may be times when it is not possible to grant the time immediately.

Remedies

Employees should be considering what an ideal state would mean for them when bringing forward a complaint.

Follow-Up

During the meeting, the supervisor/manager to whom you are speaking will provide you with a date for follow-up of the concern you brought forward (as needed). For matters of urgency, they will try to resolve it as soon as possible. For matters of process that require input from additional stakeholders, this may take additional time. Regardless, if an employee is not provided with a follow-up date, they should request one.

Violence, Harassment, Discrimination, and Investigation

Once in the meeting, employees should feel free to pass along what is concerning them but must be aware that any complaints relating to discrimination, harassment, or violence, must be pursued further. Reporting any of the above, whether the employee is the subject of or witness to; will trigger an investigation as soon as possible. While requests for confidentiality will be adhered to as much as possible, there are times, for investigative purposes, when an employee's identity must be divulged.

Matters Relating to Health and Safety

For any matters relating to an immediate and urgent safety issue, employees should speak with whomever is available immediately, be it their supervisor/manager (if available), a safety representative, or the authorities (9-1-1), rather than book in for a meeting. Safety is not a matter that can wait!

For non-urgent safety matters, employees are encouraged to email their supervisor or safety representative.

Speaking Up for Another Employee

While Quinte Conservation understands there are times an employee may feel uncertain about sharing concerns and ask another person to do so on their behalf, employees are encouraged to speak up for themselves as much as possible. While we will do our best, it is difficult for Quinte Conservation to take appropriate action unless the employee who is the subject of the open door comes forward.

Repercussions

Employees will not be subject to any repercussions for bringing forward their thoughts, ideas, or opinions for the business. However, if it is found that an employee contravened any other policies, such as Workplace Anti-Violence, Workplace Anti-Harassment, Human Rights Policy, the employee will be subject to the progressive discipline process, up to and including termination of employment.

Mutual Commitments

Quinte Conservation firmly believes that a positive working environment will not only ensure maximum staff productivity, and therefore long-term employability, but also a friendly and stimulating working atmosphere. An attitude of listening and openness is required in all departments of the company. The management's door is always open to constructive exchanges and several means of communication are available to staff so that they can quickly and easily convey their message to the people concerned. Good understanding is the business of all members of the company.

We are committed to providing a safe and healthy work environment for all our employees. In return, we ask for a commitment to Quinte Conservation. All employees must comply with company policies and health and safety regulations.

Key Legislated Policies

Accessibility

Quinte Conservation is committed to upholding and exceeding Ontario's legislation intended to remove barriers to accessibility for persons with disabilities. This includes providing equal access to employment, information, goods, and services, and treating persons with disabilities with dignity and respect in a way that takes their disability into account.

Definitions

Definitions taken from the *Accessibility for Ontarians with Disabilities Act, S.O. 2005, C. 11* or *Ontario Human Rights Code*.

"Accessible formats" may include, but are not limited to, large print, recorded audio and electronic formats, braille, and other formats usable by persons with disabilities.

"Barrier" means anything that prevents a person with a disability from fully taking part in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy, or a practice; ("obstacle").

"Disability" is defined broadly by the *Ontario Human Rights Code* as:

1. "any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
2. a condition of mental impairment or a developmental disability,
3. a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
4. a mental disorder, or
5. an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*."

Policy

Quinte Conservation will make every reasonable effort to meet the requirements of the *Accessibility for Ontarians with Disabilities Act (AODA), 2005*, including all applicable elements of the *Integrated Accessibility Standards*, including:

1. Information and Communication
2. Employment
3. Customer Service

4. Assistive Devices, and Service Animals, Service Dogs or Guide Dogs
5. Support Workers
6. Service Interruptions
7. Process for Receiving Feedback
8. Transportation
9. Design of Public Spaces

Quinte Conservation will provide training to all employees, volunteers, and independent contractors to ensure they are familiar with our policies, practices, and procedures for communicating with and providing services to persons with disabilities.

Information and Communication

Quinte Conservation will make its information accessible to people with disabilities by creating materials and support in accessible formats, and it will notify the public of the types of accessible formats provided.

Further, Quinte Conservation will deliver alternate formats of information to clients, upon request. If a particular material cannot be converted into an accessible format that meets the needs of the person requesting it, Quinte Conservation will provide details of why it cannot be converted and provide a summary of the information or communication in another way that is suitable to the person requesting it.

This extends to any emergency procedures or safety information prepared by Quinte Conservation.

Employment

Quinte Conservation welcomes and encourages employment applications from people with disabilities and will do its part to make hiring and employee support practices more accessible by providing accommodation during all stages of recruitment, hiring, and employment.

If a job applicant requests accommodation, Quinte Conservation will consult with the applicant and provide suitable accommodation that takes the person's accessibility needs into account.

When making offers of employment, Quinte Conservation will notify the successful applicant of its policies for accommodating employees with disabilities.

New employees will be reminded about the organization's job accommodation policies as soon as possible upon being hired and notified when any future changes are made to the policies. Policy and practice information will include available employment accommodations that will be provided for job related matters such as performance management, career development, emergency response plans, and return to work information.

Quinte Conservation will consult with an employee who requests it, to provide or arrange for the provision of accessible formats and communication supports that take the employee's needs into

account when providing information that is needed to perform the employee's job, and information that is generally available to employees in the workplace.

Customer Service

Quinte Conservation will provide customer service in a manner that removes barriers for people with disabilities according to the following key principles of the AODA:

- Goods and services will be provided in a manner that respects the dignity and independence of persons with disabilities.
- Service to people with disabilities will be integrated with others, unless an alternate way of providing the goods, service or facility is required by the person with the disability.
- Persons with disabilities will be given equal opportunity to use and benefit from the goods, services, or facilities an organization or business has to offer.
- We will communicate with people with disabilities in a way that takes the individual's disability into account.

Assistive Devices, and Service Animals, Service Dogs or Guide Dogs

Persons with disabilities who use an assistive device will be allowed to use their own device to access the goods and services of Quinte Conservation.

If a person with a disability is accompanied by a guide dog or other service animal, Quinte Conservation shall ensure that the person is permitted to enter the premises with the animal and to keep the animal with him or her, unless the animal is otherwise excluded by law from the premises.

Support Workers

If a person with a disability is accompanied by a support person, Quinte Conservation will ensure that both persons are allowed to enter the premises together and that the person with a disability is not prevented from having access to the support person while on the premises.

Quinte Conservation will ensure that notice is given in advance if admission fees will be charged to support workers for accessing the goods or services in their role as support person, including how much the fee will be.

Service Interruptions

If there is a temporary disruption to any of our services either in whole or in part, Quinte Conservation will provide notice of the disruption to the public via as many channels as possible, in accessible formats, where available. We will physically post notices where the disruption is taking place as well as through any other channels that are appropriate such as email, phone, text, social media, or on our website.

Notice of the disruption will include the reason for the disruption, its expected duration and a description of alternative facilities or services, if any, that are available.

Process for Receiving Feedback

Quinte Conservation will accept feedback about the way in which it provides goods and services to persons with disabilities in person, by phone or email, or in another way that is suitable to a person with a disability.

When a complaint is received about the way we provide goods, services, or facilities to persons with disabilities, Quinte Conservation will let the person who gave the feedback know about the actions the organization will take to resolve the issue.

Transportation

Quinte Conservation does not provide conventional or specialized commercial transportation services to passengers and is not required to adhere to the Transportation Standard.

Design of Public Spaces

If Quinte Conservation redesigns or redevelops an outdoor public space such as a parking area, outdoor eating area or play space, exterior path of travel, recreational trail, or beach access route, or an indoor or outdoor service counter, waiting area or queuing line, it will do so in accordance the Design of Public Spaces Standard of the AODA. Quinte Conservation will also ensure any newly redesigned or redeveloped areas are kept according to the rules set out by the AODA.

Human Rights Commitment

Quinte Conservation is committed to upholding the human rights of all employees. Specifically, Quinte Conservation will ensure that every employee has a right to equal treatment under the protected grounds and aspects of employment established by the *Ontario Human Rights Code*:

- Age
- Ancestry, colour, race
- Citizenship
- Ethnic origin
- Place of origin
- Creed
- Disability
- Family status
- Marital status (including single status)
- Gender identity, gender expression
- Record of offences (in employment only)
- Sex (including pregnancy and breastfeeding)
- Sexual orientation

Policy

Quinte Conservation will not discriminate against any of its employees under any of the protected grounds outlined above.

Furthermore, Quinte Conservation will ensure equal treatment for its employees, including, but not necessarily limited to, the following processes:

- Job applications
- Recruitment
- Training
- Transfers
- Promotions
- Apprenticeship terms
- Dismissal
- Layoff

Quinte Conservation will ensure that this right to equal treatment is upheld in the areas of rate of pay, overtime, hours of work, holidays, benefits, shift work, discipline, and performance evaluations.

Duty to Accommodate

Quinte Conservation has a duty to accommodate employees to eliminate negative treatment based on the prohibited grounds of discrimination. Quinte Conservation will accommodate to the point of undue

hardship which can only be considered when adjustments to a policy or practice would incur financial cost, necessitate outside funding, or create risks to the health or safety of a person.

Filing a Complaint

Quinte Conservation acknowledges that an employee who believes their rights have been violated may speak to a Human Rights Officer or file a complaint with the Ontario Human Rights Tribunal. Quinte Conservation will not retaliate against any employee who has filed a complaint with the Tribunal or had someone file a complaint on their behalf.

Pay Equity

The purpose of this policy is to demonstrate Quinte Conservation's dedication to Pay Equity, or providing equal pay for equal work, as legislated under the *Employment Standards Act, 2000 (ESA)* and the *Pay Equity Act (Ontario)*. Employee pay rates will be based on the following criteria: skill, effort, responsibility, and working conditions.

Definitions

As per Ontario.ca or *The Pay Equity Act*:

"Equal work" means the employees perform substantially the same kind of work in the same establishment, the work requires substantially the same skill, effort and responsibility and is performed under similar working conditions. Each of these conditions must be met for equal pay for equal work to be required.

"Substantially the same kind of work" means the work does not have to be exactly the same. What matters is the actual work performed by the employees, not the stated conditions of their job offer or their job description.

"Skill" means the amount of knowledge, physical skill or motor skills needed to perform a job. This includes:

- Education, like post-secondary degrees and diplomas
- Training, like apprenticeships
- Experience, like the number of years required to master a skill or gain expertise.
- Manual dexterity, like hand-eye coordination

"Effort" is the physical or mental effort regularly needed to perform a job.

Policy

Quinte Conservation believes in providing all women and men equal pay for work of equal value and is committed to using objective factors of skill, effort, responsibility, and working conditions when compensating employees. Further, we will ensure the male-female job-to-job comparison method is used when assigning compensation to ensure gender neutral pay.

Quinte Conservation will not pay one employee at a rate of pay less than another employee based on sex when:

- They perform substantially the same kind of work in the same establishment.
- Their work requires substantially the same skill, effort, and responsibility.
- Their work is performed under similar working conditions.

Quinte Conservation will not lower employees' rates of pay to create equal pay for equal work.

Employer's Responsibilities

Quinte Conservation will:

- Establish and maintain compensation practices that provide for pay equity.
- Examine and evaluate its job positions using fair standards as outlined in the *Employment Standards Act* and *Pay Equity Act*
- Utilize the male/female job-to-job comparison method outlined in the *Pay Equity Act* to ensure gender neutral pay.

Exceptions

Where employees of different sexes are doing equal work, they can be paid different rates of pay if the difference is due to:

- A seniority system
- A merit system
- A system that measures earnings by production quantity or quality

Employees who perform equal work can also be paid different rates of pay if the difference is based on any other factor other than sex.

Reprisals

Quinte Conservation will not punish an employee in any way for asking other employees about their rates of pay to find out if an employer is providing equal pay for equal work or for disclosing their own rate of pay to another employee for the purpose of determining or assisting that employee in determining whether they he or she are receiving equal pay for equal work.

Filing a Claim

In the event an employee believes that the organization is not following the equal pay for equal work provisions, the employee may file a claim with the Ministry of Labour.

Protection of Personal Information

Quinte Conservation is committed to upholding the privacy of private and identifiable information. While Quinte Conservation is not subject to the protection obligations outlined in *the Personal Information Protection and Electronic Documents Act* (PIPEDA), this policy is based upon PIPEDA's 10 Fair Information Principles and is intended to ensure the safety of employee personal information.

Definitions

As defined by PIPEDA, personal information includes: any factual or subjective information, recorded or not, about an identifiable individual. This includes information in any form, such as:

- Age, name, ID numbers, income, ethnic origin, or blood type
- Opinions, evaluations, comments, social status, or disciplinary actions
- Employee files, credit records, loan records, medical records, existence of a dispute between a consumer and a merchant, intentions (for example, to acquire goods or services, or change jobs).

Ten Fair Information Principles

1. Accountability
2. Identifying purposes
3. Consent
4. Limiting collection
5. Limiting use, disclosure, and retention
6. Accuracy
7. Safeguards
8. Openness
9. Individual access
10. Challenging compliance

Policy

Quinte Conservation will ensure that any private employee information that is collected adheres to the principles outlined below:

1. Accountability

Quinte Conservation is responsible for all employee personal information under its control and will ensure its accountability to the 10 Fair Information Principles.

2. Identifying purposes

Quinte Conservation will always identify to employees why their personal information is being collected.

3. Consent

Employee consent is required for the collection, use, or disclosure of employee information, as appropriate.

4. Limiting collection

Quinte Conservation will only collect the personal employee information that is required for the administration of pay, benefits, and other human resource activities. This information will always be collected in fair and legal ways.

5. Limiting use, disclosure, and retention

Unless required by law, all private employee information collected by Quinte Conservation will only be used for the purposes for which it was collected. Private employee information will only be retained as necessary to serve the purposes for which it was collected.

6. Accuracy

Quinte Conservation will maintain personal employee information as accurate, complete, and as up to date as possible. Quinte Conservation may request periodic updates from its employees to ensure that the information on file is accurate.

7. Safeguards

Quinte Conservation will protect any personal employee information it has collected, either by locked filing cabinets, encrypted drives, or any other means necessary to ensure the privacy of the information.

8. Openness

Quinte Conservation will disclose its purposes for the collection of employee information and will have this information available upon request from employees.

9. Individual access

Employees of Quinte Conservation have the right to view what personal employee information has been retained. Further, employees may challenge the accuracy of this information and make modifications to the information, as necessary.

10. Challenging compliance

While Quinte Conservation is not subject to the compliance regulations under PIPEDA, it will endeavour to meet or exceed the principles established by the Act. Should an employee bring forward a way that Quinte Conservation could improve the safety of personal employee information, they may bring it forward to management.

Smoke-Free Workplace

Extensive health research has shown that smoking or inhaling second-hand smoke has an adverse effect on health and wellness. Quinte Conservation is committed to upholding the law and promoting a safe and healthy workplace for all employees and visitors by prohibiting smoking and vaping in enclosed workspaces.

Definitions

The following definitions have been taken from Ontario.ca or the *Smoke-Free Ontario Act*.

“Enclosed workplace” means any part of a building, structure, or vehicle with a roof that an employee works in or visits, even during off-hours. This includes hotel rooms and vehicles used for business purposes.

“Electronic cigarettes” means a vaporizer or inhalant-type device, whether called an electronic cigarette or any other name, that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled by the user of the device directly through the mouth, whether or not the vapour contains nicotine.

“Smoking” means smoking (inhaling and exhaling) or holding lighted tobacco or cannabis (medical or recreational).

“Vaping” means inhaling or exhaling vapour from an electronic cigarette (e-cigarette) or holding an activated e-cigarette, whether the vapour has nicotine or some other substance.

Policy

Quinte Conservation is a smoke-free workplace.

No smoking or vaping is permitted on company premises by employees, contractors, or visitors at any time, except within any designated smoking areas. Smoking or vaping are also prohibited in any other enclosed workplace such as hotel rooms or vehicles being used for company business.

In accordance with the *Smoke Free Ontario Act* (SFOA), Quinte Conservation will:

- Post the required smoke free signage at each entrance and exit of the enclosed workplace, place, or area in proper locations and in sufficient numbers to ensure that employees and the public are aware that smoking and the use of electronic cigarettes is prohibited in the enclosed workplace, place, or area.
- Ensure that no ashtrays or similar equipment remain in the enclosed workplace or place or area, other than a vehicle in which the manufacturer has installed an ashtray.

If a designated smoking area has been created, it will be clearly marked with signage. This is the only place where employees, visitors or contractors may smoke or vape, provided they do so in a safe

manner, with all extinguishable and smoking products materials disposed of properly in the appropriate trash receptacle.

There is no obligation of the company to provide smoking breaks outside of designated break times.

This policy is intended for the workplace only. While Quinte Conservation supports employees in living a healthy lifestyle, it will not penalize employees for smoking or vaping in their personal life.

Non-Compliance

Employees who do not comply with the guidelines of the *Smoke Free Ontario Act (SFOA)*, as set out in this policy, will be subject to disciplinary action, including possible suspension or even termination of employment.

Employment Standards Policies

Disconnecting From Work

Quinte Conservation is committed to taking every precaution reasonable in the circumstances for the protection of the health and safety of workers, as required by the *Occupational Health and Safety Act*.

Quinte Conservation is also committed to providing a supportive workplace that promotes and supports stress-reduction and mental health. Additionally, Quinte Conservation is committed to ensuring that its employees can maintain an appropriate work/life balance and fulfill their family responsibilities.

As an organization of more than 25 employees as of January 1, 2022 (note: part time and casual employees, as well as employees at different company locations are counted in this total), Quinte Conservation is required to have the following policy in place regarding an employee's right to disconnect from work.

Scope

This policy applies to all employees of Quinte Conservation who are covered by the *Employment Standards Act*, whether their primary location of work is in the workplace, at home, on the road, or a combination of any or all the above.

In this policy, Section One applies to non-exempt employees and Section Two applies to exempt employees.

Effective Day and Changes

This policy is effective as of the date the HR Core Documents are adopted by motion.

In the event of any future changes to this policy, the date of the changes made will be included in this section.

Employee Count

Employees to be counted include "anyone who meets the definition of "employee" is counted, including: homeworkers, probationary employees, some trainees, officers of a corporation who perform work or supply services for wages, employees on definite term or specific task contracts of any length, employees who are on lay-off, so long as the employment relationship has not been terminated and/or severed, employees who are on a leave of absence, employees who are on strike or who are locked-out, and employees who are exempt from the application of part(s) of the ESA."

Note:

In the event that Quinte Conservation does not have 25 employees as of January 1, but grows to 25 employees during the year, the organization will put this policy in place by the following March 1.

Should Quinte Conservation's total employee count decrease to fewer than 25 employees, the policy will remain in place until the following January 1, at which point if the employee is still below 25, a written policy is not required.

Definitions

As defined in the *Working for Workers Act*, "Disconnecting from Work" means not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work.

Policy

Providing Copies of this Policy to Employees

Quinte Conservation will provide this written policy to all employees within 30 days of its effective date.

If any changes are made to this policy, employees will be provided with the updated policy within 30 days of any amendments.

In the case of newly hired employees, Quinte Conservation will provide a copy of this policy to them within 30 days of their date of hire.

The policy may be provided either:

- As a printed copy, or
- An attachment to an email, or
- A link to a document online

If an employee is not able to access the document online or cannot print the document, they may request a printed copy from Quinte Conservation.

Employment Standards Time Away from Work

The *Employment Standards Act, 2000*, (ESA) specifies that employees are not to perform work during the following times:

- Outside of their hours of work and eating periods
- During vacation with pay
- During public holidays (unless the employee has agreed to work on the day of a public holiday in accordance with the ESA)
- The rules in Ontario Regulation 285/01 establish when work is "deemed" to be performed.

Mental Health in the Workplace

Quinte Conservation is vitally concerned with the health and wellbeing of our employees' health, both physical and mental. The organization strongly encourages our employees, especially those who are participating in remote work arrangements, to adapt and maintain a good work/life balance.

Quinte Conservation wishes to encourage employees to come forward if they are experiencing any health issues, especially issues related to mental well-being. If an employee feels comfortable doing so, they should talk to their manager/management team and/or take steps to seek professional help.

Section One: Connection and Disconnection Expectations – Non-Exempt Employees

Email

Employees are expected to follow the below guidelines regarding the use of Quinte Conservation's email systems. These guidelines also apply if an employee needs to use their personal email in the event of an emergency or an unforeseen circumstance.

Employees are expected to respond to emails during their designated working hours only. Quinte Conservation does not have an expectation that employees will respond to emails during their off-work time and employees will not be penalized in any way for responding to emails only during their working time.

To ensure that these guidelines are not compromised, Quinte Conservation needs to be aware of when employees are on work time and when they are not. This means that employees must maintain the in/out calendar accurately when they will not be working during Quinte Conservation's core hours of Monday to Thursday 8:30 am to 4:30 pm and Friday 8:30 am to 4:00 pm.

Response Time for Emails

- Employees are expected to respond to emails received during the workday, up to 30 minutes prior to the end of the workday, on the same day whenever possible.
- Emails received during after-hours Monday through Thursday are expected to be replied to within 24 hours of their receipt.
- Emails received after-hours on Friday, Saturday, or Sunday are expected to be replied to on the Monday following, unless the employee is not working, in which case they may be replied to on the next working day.

If an employee is unable to reply within these guidelines, they are expected to speak with their supervisor to discuss their workload and set updated expectations.

Out of Office

Employees are expected to regularly update their out-of-office automatic emails so that the most up-to-date information will be communicated to those who are emailing them outside of their work hours.

Phone (Personal and Business)

Employees are expected to follow the below guidelines regarding the use of phones for the completion of their job duties.

Employees are expected to respond to phone calls or text messages during their designated working hours only. Quinte Conservation does not have an expectation that employees will respond to phone calls or text messages during their off-work time and employees will not be penalized in any way for responding to phone calls and text messages during their working time only.

Response Time for Phone Calls, Voicemails, and Text Messages

- Employees are expected to respond to phone calls, voicemails, and text messages received during the workday, up to 30 minutes prior to the end of the workday, on the same day whenever possible.
- Phone calls, voicemails, and text messages received Monday through Thursday after-hours are expected to be replied to within 24 hours of their receipt.
- Phone calls, voicemails, and text messages received after-hours on Friday, Saturday, or Sunday are expected to be replied to on the Monday following, unless the employee is not working, in which case they may be replied to on the next working day.

If an employee is unable to reply within these guidelines, they are expected to speak with their supervisor to discuss their workload and set updated expectations.

Out of Office

Employees are expected to regularly update their voicemail with their expected schedule so that the most up-to-date information will be communicated to those who are calling outside of their work hours.

Personal Cell Phones

Quinte Conservation recognizes that personal cell phones can be valuable tools for our employees. If a client or colleague communicates with an employee on their personal cellular phone during their off-work hours, employees do not need to answer or reply until they are within their working hours the following business day.

Employees are encouraged to turn off cell phone notifications when they're away from the office.

Other Communication Channels

Employees may use various other means of communication for work such as Slack, Google Chat, Social Media platforms, Zoom, etc. Employees are only expected to respond to work-related messages on these platforms during their designated working hours. Quinte Conservation does not have an expectation that employees will respond to messages, comments, meeting invitations, etc. during their off-work time and employees will not be penalized in any way for only replying to them during their working time.

Section Two: Connection and Disconnection Expectations – Exempt Employees

The following guidelines apply to exempt employees under the definitions established by the ESA, including supervisors and managers.

Email

Managers are expected to follow the below guidelines regarding the use of Quinte Conservation's email systems. These guidelines also apply if a manager needs to use their personal email in the event of an emergency or an unforeseen circumstance.

Managers are expected to respond to emergency emails during their off-duty time. Quinte Conservation has an expectation that managers will respond to emergency emails ONLY during their off-work time.

To ensure that these guidelines are not compromised, Quinte Conservation needs to be aware of when managers are on work time and when they are not. This means that managers must maintain the in/out calendar accurately when they will not be working during Quinte Conservation's core hours of Monday to Thursday 8:30 to 4:30 and Friday 8:00 to 4:00.

Response Time for Emails

- Managers are expected to respond to emails received during the workday, up to 30 minutes prior to the end of the workday, on the same day whenever possible.
- Emails that are not emergencies received during after-hours Monday through Thursday are expected to be replied to within 24 hours of their receipt.
Emails that are not emergencies received after-hours on Friday, Saturday, or Sunday are expected to be replied to on the Monday following, unless the manager is not working, in which case they may be replied to on the next working day.

If a manager is unable to reply within these guidelines, they are expected to speak with the CAO to discuss their workload and set updated expectations.

Out of Office

Managers are expected to regularly update their out-of-office automatic emails so that the most up-to-date information will be communicated to those who are emailing them outside of their work hours.

Phone (Personal and Business)

Managers are expected to follow the below guidelines regarding the use of phones for the completion of their job duties.

Managers are expected to respond to emergency phone calls and texts during their off-duty time. Quinte Conservation has an expectation that managers will respond to emergency calls and texts ONLY during their off-work time.

Response Time for Phone Calls, Voicemails, and Text Messages

- Managers are expected to respond to phone calls, voicemails, and text messages received during the workday, up to 30 minutes prior to the end of the workday, on the same day whenever possible.

- Non-emergency phone calls, voicemails, and text messages received Monday through Thursday after-hours are expected to be replied to within 24 hours of their receipt.
- Non-emergency phone calls, voicemails, and text messages received after-hours on Friday, Saturday, or Sunday are expected to be replied to on the Monday following, unless the manager is not working, in which case they may be replied to on the next working day.
- Emergency calls/texts must be responded to within 2 hours.

If a manager is unable to reply within these guidelines, they are expected to speak with the CAO to discuss their workload and set updated expectations.

Out of Office

Managers are expected to regularly update their voicemail with their expected schedule so that the most up-to-date information will be communicated to those who are calling outside of their work hours.

Personal Cell Phones

Quinte Conservation recognizes that personal cell phones can be valuable tools for our managers. If a client or colleague communicates with a manager on their personal cellular phone during their off-work hours, managers do not need to answer or reply until they are within their working hours the following business day, unless it is an emergency call such as Flood Forecasting and Flood Control operations.

Managers are encouraged to turn off cell phone notifications when they're away from the office.

Other Communication Channels

Managers may use various other means of communication for work such as Slack, Google Chat, Social Media platforms, Zoom, etc. Managers are only expected to respond to emergency work-related messages on these platforms during their off-hours. Quinte Conservation does not have an expectation that managers will respond to non-emergency messages, comments, meeting invitations, etc. during their off-work time and managers will not be penalized in any way for only replying to them during their working time.

Responsibilities

Employees are expected to:

- Follow the guidelines outlined within this policy, such as notifying management and using applicable technologies to notify internal and external parties when they are off duty.
 - Otherwise, be working during the times set out in their employment contract, taking breaks as outlined in their employment contract and/or their core policies.
- Not pressure fellow employees for taking the down time afforded to them by law.
- Speak to their leader/manager if they have any concerns about their mental health and their right to disconnect from work.

Supervisors/managers are expected to:

- Respect an employee's off-duty time and do not expect that an employee will respond to a request during their off-duty hours.
- Compensate employees for any work completed outside of their on-duty hours, as outlined by the hours of work legislation in Ontario's *Employment Standards Act*
- Provide support as needed to employees who come forward with concerns regarding their mental health and right to disconnect.

Complaints

Employees who have concerns about disconnecting during their time away from work should first speak with their supervisor/manager to resolve the issue. In the event the issue is not able to be resolved at this level, employees are directed to bring the issue forward to management.

Updates to this Policy

This policy may be updated or amended based on direction from the Government of Ontario.

Retention

Quinte Conservation will ensure that copies of this policy, including any subsequent revisions, are retained for a period of three years after the policy ceases to be in effect.

Electronic Monitoring

Quinte Conservation is committed to abiding by all its obligations under Ontario's Employment Standards Act, 2000 (ESA), specifically those which apply to electronic monitoring. As such, Quinte Conservation is committed to informing its employees about the presence (if any) of electronic monitoring software or equipment either in the workplace or contained on any of the organization's servers or programs.

This policy is based on [Bill 88: Working for Workers Act, 2022](#) and is subject to change as per any new information provided by the Government of Ontario.

This policy is intended to specify:

- A description of how and in what circumstances, Quinte Conservation may electronically monitor employees,
- The purposes for which Quinte Conservation may use the information obtained through electronic monitoring, and
- The date the policy was prepared and the date any changes were made to the policy.

This policy offers standards to ensure the following:

- Employee safety and security.
- That the company operates efficiently.
- That appropriate data is collected to make informed business decisions, as needed.

Scope

As an organization of more than 25 employees as of January 1, 2022 (note: part time and casual employees, as well as employees at different company locations are counted in this total), Quinte Conservation is required to have this policy in place regarding electronic monitoring. This policy applies to all employees of Quinte Conservation who are covered by the *Employment Standards Act*, whether their primary location of work is in the workplace, at home, on the road, or a combination of any or all the above.

Effective Date

This policy is effective as of the date approved by the Board of Directors.

Changes to this Policy

Any changes to this policy will be noted in this section, along with the date(s) that changes were made.

Employee Count

Employees to be counted include "anyone who meets the definition of "employee", including: "homeworkers, probationary employees, some trainees, officers of a corporation who perform work or supply services for wages, employees on definite term or specific task contracts of any length, employees who are on lay-off, so long as the employment relationship has not been terminated and/or severed, employees who are on a leave of absence, employees who are on strike or who are locked-out, and employees who are exempt from the application of part(s) of the ESA."

Note:

In the event that Quinte Conservation does not have 25 employees as of January 1, but grows to 25 employees during the year, the organization will put this policy in place by March 1 of the following year.

Should Quinte Conservation's total employee count decrease to fewer than 25 employees, the policy will remain in place until the following January 1, at which point (if the employee count is still below 25), a written policy is no longer required.

Policy

ESA Requirements

The ESA requirements do not:

- establish a right for employees not to be electronically monitored by their employer; or
- create any new privacy rights for employees.

However, the ESA requires transparency about whether employees are electronically monitored.

Nothing in the ESA limits the use of information obtained through electronic monitoring.

Providing Copies of this Policy to Employees

- Quinte Conservation will provide this written policy to all employees within 30 days of its effective date.
- If any changes are made to this policy, employees will be provided with the updated policy within 30 days of any changes.
- In the case of newly hired employees, Quinte Conservation will provide a copy of this policy to them within 30 days of their date of hire.

The policy may be provided either:

- As a printed copy, or
- An attachment to an email, or
- A link to a document online

If an employee is not able to access the document online or cannot print the document, they may request a printed copy from their supervisor/manager.

Electronic Monitoring Equipment in Place

Quinte Conservation has the following electronic monitoring equipment in place in the workplace:

- Email monitoring software;
 - All email communications sent using company-owned networks, equipment, or user accounts may be monitored, and this may include personal email accounts accessed through company-owned IT assets.
- Video cameras and recording equipment for public areas;

- Video surveillance technology is used on company premises to deter theft, vandalism, and ensure employee safety. Should illegal conduct be uncovered, video surveillance footage may be disclosed to approved third parties. Bathrooms, changing rooms, and other private spaces do not have video surveillance. Video surveillance equipment will be clearly visible and marked with notices and does not include audio.
- Internet and app activity monitoring, including downloaded documents and accessed websites, etc.;
- Quinte Conservation may monitor employee network and computer activities to verify that company-owned IT resources are used only for work-related or professional activities. Computer activity data can evaluate employee performance, detect malicious or high-risk behaviours, monitor network performance, and avoid security incidents.
- GPS monitoring is in place in some company vehicles which tracks both geography, time, speed, etc.;
- Quinte Conservation has GPS monitors in place in select company vehicles to ensure employee safety and security and to send help if an employee is ever in danger. These records may also be accessed in the event of an accident.

Reasons for Accessing the Electronic Records for Monitoring Equipment

Quinte Conservation will access the records for this equipment if there is a suspected violation of the policy.

Data Retention

All data obtained by workplace monitoring will be retained digitally on OnBase and will be retained for no longer than 7 years, as per privacy law. Personal information will only be held longer in extraordinary circumstances or by law.

Retention of this Policy

Quinte Conservation will ensure that copies of this policy, including any subsequent revisions, are retained for a period of three years after the policy ceases to be in effect.

Questions or Complaints

Any questions or complaints regarding this policy should be directed to the CAO.

Hiring

The purpose of this policy is to outline the processes Quinte Conservation will follow to ensure our hiring practices are fair, consistent, and in line with all applicable legislation such as the *Ontario Human Rights Code*, the *Accessibility for Ontarians with Disabilities Act*, and the *Employment Standards Act*.

Definitions

Contract employees shall be persons who, by reason of knowledge, training, and experience, are required by QC for specific projects or programs of a non- seasonal nature. Such employees will be retained for a specific period, and for an agreed upon remuneration which shall be clearly specified within an Employment Contract.

Full-time employees are defined as those working at least 35 hours per week, filling positions that are for an undefined period and are outlined on the Organization Chart.

Seasonal employees are personnel whose services are required on a seasonal basis, are terminated at the end of the season, and must reapply if they wish to be considered for any future positions with QC.

Policy

Quinte Conservation is committed to the principles of equality and diversity in the workplace. We aim to hire the best candidate for the position based on their qualifications and merit in terms of knowledge, skills, and experience. Quinte Conservation will not discriminate against job applicants on any of the grounds protected by human rights legislation during any phases of the recruitment, screening and hiring process.

We welcome applications from persons with disabilities and will provide accommodation during all stages of the hiring process, upon request. This statement will be added to any job postings and all applicants will be reminded of this policy: 1) when they are invited to an interview, and 2) within any job offer provided. All hiring managers of Quinte Conservation will treat all job applicants with dignity and respect.

At no time during the interview process will any questions be asked that touch on any prohibited areas outlined in the *Human Rights Code* (such as age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, sex/pregnancy, family status, marital status, sexual orientation, gender identity, gender expression, and record of offences).

Reference checks must be completed for any candidate that is considered for hiring prior to making an offer of employment, to confirm credentials and the accuracy of information provided by the candidate during the recruitment and screening process.

Any offer of employment will outline the terms and conditions of employment, including any further steps that the applicant must agree to complete to be eligible for employment (example: successful police records check).

Offers of employment will contain a probationary period of at least three months, so that both the employer and employee can verify the fit between the employee and the position, without any negative consequences.

Once the offer of employment is signed by the employee and any additional agreed terms have been met, the new employee may begin work at the agreed upon date. New employees will receive orientation and training about key policies and safety issues that pertain to their position or that are required by law.

Quinte Conservation will ensure any personal information collected during any stage of the recruitment and hiring process is retained in an appropriate manner and remains confidential.

Prior to hiring a contract employee, the position must be authorized by the CAO. Upon authorization, the contract employee will:

- Be required to enter an Employment Contract, to which a Position Description shall be appended, and
- Be remunerated in accordance with the salary administration procedure at a level determined by application of the classification system to the position.

Upon hiring a fulltime employee, they will:

- Be required to serve a probationary period of six months,
- Be required to enroll in the Group Life and Medical Plan upon completion of their probationary period,
- Be eligible for personal emergency leave days beginning at time of hire and employees will be eligible for the sick days outlined in “Protected Leaves item 3 – Sick Leave” once the probationary period has been completed;
- Be required to enroll in the OMERS pension plan on the first day of employment, and
- Be entitled to an annual vacation with pay. If the position has been reduced to less than a full year of employment, the employee will be entitled to vacation pay but may not qualify for vacation time in accordance with the Employment Standards Act, 2000.

Prior to hiring a seasonal employee, the position must be authorized by the CAO. Upon authorization, the seasonal employee will:

- Be appointed by the appropriate supervisor as authorized by the CAO or their delegate, based on previous satisfactory performance with QC and/or related knowledge and experience elsewhere, and
- Receive vacation pay and statutory holiday pay in accordance with the entitlements listed in the “Vacation” section of this document.

Hours of Work, Overtime and Duty Officer

Quinte Conservation is committed to ensuring that all employees are compensated, at a minimum, as per the standards outlined in the Ontario *Employment Standards Act* (ESA).

Definitions

Overtime hours, which are defined as hours which exceed 39 hours per week after a bi-weekly pay period, shall be accumulated at the rate of 1 and 1/2 times the number of hours worked.

Policy

At Quinte Conservation, a work week consists of 35 hours for all employees. Quinte Conservation employees will at times be requested to work hours above their usual hours of work. For the purposes of this policy, hours worked beyond an employee's usual number of hours but below the overtime threshold of 39 hours weekly will be paid in straight time.

No employee shall be required to work more than 48 hours per week. In extraordinary circumstances, and with approval from the CAO, employees may agree to work more than 48 hours per week, subject to a written agreement.

All overtime hours must be authorized by a supervisor/manager in advance of being worked. In the event of an emergency, the hours may be worked but a manager/supervisor must be informed as soon as possible. Failure to adhere to these guidelines will result in progressive discipline.

Duty Officer

Purpose

The purpose of this policy is to establish guidelines and procedures for Quinte Conservation staff who are required to work after hours as part of their on-call responsibilities. This policy aims to ensure efficient response to emergencies, visitor assistance, and conservation area maintenance during non-business hours.

On-Call Schedule

All Quinte Conservation full-time salaried staff will be assigned a seven-day on-call rotation schedule determined by the Chief Administrative Officer (CAO).

On-Call Cell Phone

Quinte Conservation will provide an on-call cell phone to the staff member scheduled for on-call duty. The cell phone number will be programmed into the gates at all Conservation Areas, allowing visitors to contact the on-call staff member for assistance with access during non-business hours. The on-call cell phone will also be used as the check-in and check-out number for staff that are working outside of normal business hours (for example the McLeod Dam operators will be required to notify the duty officer when arriving and leaving the McLeod Dam, outside of normal working hours).

The on-call cell phone number will also be prominently displayed on the after-hours voicemail system for emergency situations.

Emergency Response

- In case of emergencies, callers will be prompted to call the designated emergency number, which will directly contact the staff member on call.
- The staff member on call will be provided with a detailed document outlining step-by-step procedures for various potential after-hours situations.
- The staff member on call will be expected to exercise their judgment to make decisions in accordance with the provided guidelines.

Escalation of Issues

If a situation arises that falls outside the scope of the provided guidelines, the staff member on call should attempt to contact an alternative staff member who is an expert in the specific field related to the situation or contact the CAO directly.

Compensation

Each staff member scheduled for on-call duty will receive a day off in lieu of each on-call week worked. The additional day (s) off will be added to the TimeControl Dashboard as an additional Floater Day for the staff members to use at their discretion.

If the staff member on call is required to travel to a location to address an issue, they will receive time and a half for the hours worked, in addition to the Floater Day.

Compliance

All staff members are expected to adhere to this policy and its procedures. Failure to comply with the policy may result in appropriate disciplinary action.

Documentation

All calls and travel will be documented through digital tracking form.

Review and Updates

This policy will be reviewed periodically to ensure its effectiveness and relevance. Any necessary updates or revisions will be made in consultation with relevant stakeholders. This policy is effective as of May 2024 and supersedes any previous policies related to after-hours work at Quinte Conservation. It is the responsibility of all staff members to familiarize themselves with and adhere to the procedures outlined herein.

Time in Lieu

For time banked above an employee's regular hours, up until the overtime threshold, time will be banked as straight time. For any hours worked above the overtime threshold of 39 hours, these hours will be banked as time and one half in relation to an employee's usual rate of pay.

Banked time must be taken within three months of the week in which it was earned. On occasion, Quinte Conservation may request that an employee take this time at a later date. With the employee's agreement, this time away may be taken within 12 months of when the time was earned.

In the event the employee is separated from Quinte Conservation before they have taken the extra time, the employee will receive the hours banked on their final pay cheque.

Protected Leaves

Quinte Conservation recognizes that qualified employees have the right to take job protected leave without any negative consequences to their employment. As such, Quinte Conservation is committed to adhering to the guidelines established by the Ontario *Employment Standards Act* (ESA) with respect to any job-protected leaves.

Policy

The purpose of this policy is to outline the job-protected leaves employees have a right to take under the ESA so that:

- Employees know their rights; and
- Quinte Conservation manages employee leave in a fair and consistent manner.

Quinte Conservation will adhere to all regulations covered under the ESA.

Protected Leaves:

1. Pregnancy Leave
2. Parental Leave
3. Sick Leave
4. Bereavement Leave
5. Family Responsibility Leave
6. Family Caregiver Leave
7. Family Medical Leave
8. Critical Illness Leave
9. Child Death Leave
10. Crime-related Child Disappearance Leave
11. Domestic or Sexual Violence Leave
12. Unpaid Infectious Disease Emergency Leave
13. Organ Donor Leave
14. Reservist Leave
15. Jury Duty Leave
16. Voting Leave
17. Short Term Disability
18. Long Term Disability

Employee Rights During a Leave

Employees have the right to continue to participate in the company benefits plans during their job-protected leave of absence. This includes programs such as: pension plan, life insurance, extended health care, and dental. If an employee wishes to opt out of their participation in these company-provided benefits, they must provide their request via written notice.

Quinte Conservation will continue to pay its portion of the employee benefits contribution to an employee's benefit plan, unless the employee has provided written notice, they'd like to opt out during the leave period.

Employees will continue to accrue seniority while on a job-protected leave.

Sharing Leave Time

The total amount of leave taken by one or more employees under the ESA in respect of the same family member, child, or event is the entire amount of the leave; the leave is not doubled. Employees who are sharing the leave can be on leave at the same time, or at different times; the ESA does not provide restrictions for this. The sharing requirement applies whether the employees work for the same employer.

1. Pregnancy Leave

Pregnant employees have the right to take pregnancy leave constituting up to 17 unpaid weeks off work provided they have worked at Quinte Conservation for a period of at least 13 weeks leading to the due date. The earliest leave can begin is 17 weeks before the employee's due date and the latest one can begin is the baby's due date (or actual date of birth if that arrives sooner).

If an employee is still pregnant after the 17 weeks of leave, they may continue until birth and then commence their parental leave. Employees are entitled to return early from their leave if they desire to do so; however, they may not split up their leave and use up the unused part later.

Miscarriages and Stillbirths

Pregnancy leave is not an entitlement when an employee has a miscarriage or stillbirth more than 17 weeks prior to their due date. If an employee has a miscarriage or stillbirth within the 17 weeks prior, they continue to be eligible for parental leave and it commences on the date of the miscarriage or stillbirth if it hadn't started yet.

A pregnancy leave for an employee who had a stillbirth or miscarriage will end either 17 weeks after the leave started or 12 weeks after the miscarriage or stillbirth (whichever is later).

Quinte Conservation employees embarking on pregnancy leave are required to provide at least two weeks' written notice prior to the start of their leave. Medical information may be requested. Where an emergency forces the leave to start early, pregnant employees must provide notice no later than two weeks after the leave started. In certain cases, employees may be entitled to the use of sick time prior to the start of the pregnancy leave.

This two-week notice requirement also applies if an employee needs to change the date of their pregnancy leave.

An employee may also change the date that their pregnancy leave ends, provided they provide written notice at least four weeks in advance of the new date. If an employee does not provide Quinte Conservation with a return-to-work date, a leave of 17 weeks will be assumed, and the employee will be expected to resume work after that time.

Employees who choose not to return from pregnancy leave are required to provide at least four weeks' written notice.

2. Parental Leave

New parents are entitled to take parental leave of up to 61 or 63 weeks of unpaid time free from work. Parents may refer to a birth parent, an adoptive parent, or a person in a relationship with a parent of a child who plans on treating the child as their own. To be eligible, employees must have been hired by Quinte Conservation at least 13 weeks prior to starting their parental leave.

Birth mothers who have taken pregnancy leave are entitled to up to 61 weeks of leave. In the case of a birth mother who did not take pregnancy leave and any other new parents, they are entitled to up to 63 weeks of parental leave.

Parental leave for a pregnant employee may begin as soon as the pregnancy leave ends unless the baby has not come into their care. In this event, an employee may return to work between the pregnancy and parental leaves and then start parental leave within 78 weeks of the birth (or the date the baby first left the hospital to come home). For any other employees, parental leave must be started no later than 78 weeks after the date of the baby's birth or the date the child came into their care, custody, and/or control. Note: parental leave must start in the 78 weeks but is not required to be completed then. Employees may return early from leave but may not re-embark on the leave to use up any remaining time.

Employees must provide at least two weeks' written notice before the start of parental leave and four weeks' written notice if they desire to return to work before their leave entitlement has been used up. If an emergency occurs and parental leave needs to begin immediately, employees are required to provide their notice of the leave at least two weeks after starting the leave.

Quinte Conservation will not penalize any employee because the employee is or will be taking either pregnancy or parental leave. Employees who take a pregnancy or parental leave are entitled to return to either their same position or a comparable one if Quinte Conservation has eliminated their previous one.

3. Sick Leave

Full time employees have the right to take up to 15 days of paid sick leave each calendar year because of personal illness, injury, or medical emergency. This entitlement begins once an employee has worked for Quinte Conservation for at least two consecutive weeks. Employees may not take sick leave for cosmetic surgery or medically unnecessary procedures.

Part time employees are entitled to one paid sick leave per month up to a maximum of 12 days each calendar year because of personal illness, injury, or medical emergency.

These sick leave days may not be carried over into another calendar year if they are not used. If an employee's hire date is partway through the year, they are still entitled to the three days. As per the ESA, reasonable medical documentation may be requested. This will only include the duration of the

absence, that date of the employee's medical appointment, and whether the employee was examined in-person.

4. Bereavement Leave

Employees are entitled to up to three days of paid leave in the event of the death of an immediate family member.

As per the ESA, family member refers to:

- A spouse (married or unmarried, of the same or opposite genders);
- Parent, stepparent, foster parent, child, stepchild, foster child, grandparent, step-grandparent, grandchild or step-grandchild of the employee, or the employee's spouse;
- Spouse of the employee's child;
- Brother or sister of the employee; OR
- Relative of the employee who is dependent on the employee for care or assistance.

This entitlement starts once an employee has been employed with Quinte Conservation for a period of at least two weeks. It can be taken on the date of the death, or later for a funeral or to settle the estate. Bereavement leave entitlement resets every calendar year and the days may not be carried over. The entitlement to the two days remains the same, regardless of whether an employee of Quinte Conservation is hired partway through the year.

Quinte Conservation may request reasonable documentation of the need for the leave such as a death certificate, a funeral home notice, etc.

5. Family Responsibility Leave

Employees are entitled to take up to three days of unpaid leave each calendar year because of an illness, injury, medical emergency, or other urgent health matters relating to specific relatives. This applies to Quinte Conservation employees if their hire date is at least two weeks prior to taking the leave.

As per the ESA, the term "family members" refers to:

- Spouse (includes both married and unmarried couples, of the same or opposite genders);
- Parent, stepparent, foster parent, child, stepchild, foster child, grandparent, step-grandparent, or step-grandchild of the employee or the employee's spouse;
- Spouse of the employee's child;
- Brother or sister of the employee; OR
- Relative of the employee who is dependent on the employee for care or assistance.

Employees may take the leave whether the illness is a planned event (such as surgery that is medically necessary), or an unplanned emergency, such as an urgent matter. Urgent matters could include an unforeseen need for childcare, as an example.

Notice of family responsibility leave may occur before the leave if it is planned, or as soon as it happens if unplanned. This notice can be made orally; it does not have to be in writing. Family responsibility leave

entitlement resets every calendar year and the days may not be carried over. The entitlement to the three days remains the same, regardless of whether an employee of Quinte Conservation is hired partway through the year.

Quinte Conservation may request reasonable evidence of the need for the leave. This will not include medical notes or medical information from the doctor of the family member.

6. Family Caregiver Leave

Employees of Quinte Conservation are entitled to a leave of up to eight weeks per calendar year, per specified family member, to provide support or care in the event a medical practitioner certifies that they have a serious medical condition. As per the ESA, medical practitioners could include a physician, registered nurse, psychologist, psychiatrist, or nurse practitioner. Quinte Conservation employees are entitled to this leave, regardless of the length of their term of employment.

Under the ESA, “family members” refers to:

- The employee’s spouse (including same-sex spouse);
- A parent, stepparent, or foster parent of the employee or the employee’s spouse;
- A child, stepchild, or foster child of the employee or the employee’s spouse;
- A grandparent or step-grandparent of the employee or the employee’s spouse;
- A grandchild or step-grandchild of the employee or the employee’s spouse;
- The spouse of a child of the employee;
- A sibling of the employee; OR
- A relative of the employee who is dependent on the employee for care or assistance.

Employees of Quinte Conservation do not need to produce the medical certificate prior to starting leave but need to provide the certificate at some point during the leave. This certificate needs to include the name of the individual and that the individual has a serious medical condition but does not need to include medical specifics. Written notice is required for the family caregiver’s leave of absence but may be produced during the leave if the leave was not planned.

Family caregiver leave may last for up to eight weeks; however, the weeks may be taken either consecutively or separately. If an employee takes part of a week, this counts as a full week of the entitlement. Employees are required to provide written notice each time they are taking a week of leave.

7. Family Medical Leave

Employees of Quinte Conservation are entitled to family medical leave (consisting of unpaid leave for a period of up to 28 weeks in a 52-week period) to provide care or support to family members who have a significant risk of death occurring within a period of 26 weeks. This leave is different from family caregiver leave because an employee is only eligible for family medical leave if the family member who has a serious medical condition has a significant risk of death occurring within a period of 26 weeks. These leaves are also separate from the critical illness leave (outlined later in this policy).

Quinte Conservation employees are entitled to this leave, regardless of their length of service, for the care and support (e.g., emotional support or providing care) of the following family members (as per the ESA):

- The employee's spouse (including same-sex spouse);
- A parent, stepparent, or foster parent of the employee or the employee's spouse;
- A child, stepchild, or foster child of the employee or the employee's spouse;
- A brother, stepbrother, sister, or stepsister of the employee;
- A grandparent or step-grandparent of the employee or of the employee's spouse;
- A grandchild or step-grandchild of the employee or of the employee's spouse;
- A brother-in-law, step-brother-in-law, sister-in-law, or step-sister-in-law of the employee;
- A son-in-law or daughter-in-law of the employee or of the employee's spouse;
- An uncle or aunt of the employee or of the employee's spouse;
- A nephew or niece of the employee or of the employee's spouse;
- The spouse of the employee's grandchild, uncle, aunt, nephew, or niece; OR
- A person who considers the employee to be like a family member (full details in the ESA).

Employees are not required to take all 28 weeks consecutively and may separate their weeks. However, if an employee takes part of a week, this will count as a full week of leave. If the family member does not pass away within the 26 weeks outlined in the original certificate, employees may continue on leave until 28 weeks have passed without needing to provide another medical certificate.

As per the ESA, there are three important periods of time relating to family medical leave:

- The 26-week period specified in the medical certificate within which the family member has a significant risk of death.
- The 52-week period that starts on the first day of the week in which the 26-week period specified in the medical certificate begins.
- The 28 weeks of family medical leave.

The latest day an employee can remain on leave is:

- The last day of the week in which the family member dies.
- The last day of the week in which the 52-week period expires (a Saturday as per the ESA).
- The last day of the 28 weeks of family medical leave.

It must be whichever is earlier.

Quinte Conservation employees are required to provide written notice of the need for a family medical leave of absence. If the leave is required unexpectedly, employees may provide notice as soon as possible after having started the leave. Employees must provide notice for each week of the leave if they are taking them separately.

8. Critical Illness Leave

Quinte Conservation employees are entitled to up to 37 weeks in a 52-week period of unpaid leave in the event they have a critically ill minor child or 17 weeks in the event of a critically ill adult family member (the term family member includes the same list as that of family medical leave). This leave may

be taken to support or provide care for a minor child (includes a child, stepchild, foster child, or child who is under legal guardianship and is under 18 years of age). The term adult refers to a person over 18 years of age. Employees with at least six months of service with Quinte Conservation are entitled to this leave.

Employees are required to provide a medical certificate from a qualified medical practitioner which sets out who requires care and support and establishes the period that the care and support may be required. The certificate does not have to be produced prior to embarking on the leave but must be produced at some point during the leave. Employees must also provide written notice of their intent to take the leave and a written plan indicating the specific weeks either in advance of the leave or as soon as possible after starting it. Changes may be made to the plan under special circumstances outlined in the ESA.

If a medical certificate issued by a qualified health practitioner sets out a period during which the person requires care or support of a family member that is less than 37 weeks (for a minor child) or less than 17 weeks (for an adult), the employee is entitled to take a leave only for the period set out in the certificate. An employee's leave may be extended if the original certificate did not use up all of the leave, but another medical certificate must be issued.

Employees may take the weeks separately, or consecutively. If an employee only takes part of a week, this does qualify as a full week of leave unless the employee takes another day in the same week; these both qualify as only one week.

In the event of the death of the person for whom the employee is providing care, the leave ends at the end of the week in which the person passes away.

9. Child Death Leave

An employee of Quinte Conservation who experiences the death of a child is entitled to an unpaid leave of absence for a period of up to 104 weeks. Eligibility for this leave begins after an employee has at least six months of service with Quinte Conservation. "Child" refers to a child, a stepchild, a child under the legal guardianship of the employee, or a foster child less than 18 years of age. This leave must be taken within the 105-week period that started when the child passed away and only as a single period of leave (it may not be broken up).

A written notice and a plan for taking the leave must be provided to Quinte Conservation as soon as possible either prior to beginning the leave or once the leave has started. As necessary, Quinte Conservation may require reasonable evidence of the need for the leave.

10. Crime-Related Child Death or Disappearance Leave

Employees who have been employed with Quinte Conservation for a minimum of six months and who experience the crime-related death or disappearance of a child are entitled to up to 104 weeks of unpaid leave. The crime does not have to be proven, but probable. If an employee was a party to the crime, they are not entitled to leave. "Child" refers to a child, stepchild, or foster child who is under 18 years of age.

This leave must be taken within the 105-week period that started when the child disappeared and must be taken all at once (it may not be broken up). If there is a change in circumstance that occurs during the leave and it is no longer probable that it is the result of a crime, the employee's entitlement to the leave ends. If the child is found alive during the leave, an employee is entitled to remain on leave for 14 days following the discovery of the child. If a child is found dead, the employee then has a separate entitlement to the child death leave.

A written notice and a plan for taking the leave must be provided to Quinte Conservation as soon as possible either prior to beginning the leave or once the leave has started. The plan may be amended under special circumstances. As necessary, Quinte Conservation may require reasonable evidence of the need for the leave.

11. Domestic or Sexual Violence Leave

Employees of Quinte Conservation who have at least 13 weeks of service are entitled to this leave in the event an employee or an employee's child has experienced or been threatened with sexual or domestic violence. This leave provides for up to ten days and 15 weeks in a calendar year of protected leave. "Child" refers to a child, stepchild, child under legal guardianship, or foster child who is under 18 years of age. The employee's first five days of leave will be paid, and the remainder of the leave is unpaid.

The leave may be taken for any of the following:

- To seek medical attention for the employee or the child of the employee because of a physical or psychological injury or disability caused by the domestic or sexual violence;
- To access services from a victim services organization for the employee or the child of the employee;
- To have psychological or other professional counselling for the employee or the child of the employee;
- To move temporarily or permanently;
- To seek legal or law enforcement assistance, including making a police report or getting ready for or participating in a family court, civil or criminal trial related to or resulting from domestic or sexual violence.

Employees are not entitled to leave if they committed the violence.

The entitlement to the ten days resets every calendar year, regardless of the month in which an employee began employment with Quinte Conservation. These days may not be carried over if unused and an employee does not have to take all the days off in the same period. An employee may choose to take part days but in terms of the leave, these are counted as full days.

This entitlement extends to if an employee needs to take up to 15 weeks of domestic or sexual violence leave for the same reasons as those above. These weeks can be taken separately, or all at once. If an employee only uses part of a week, it does count as a full week of leave.

Note:

Employees of Quinte Conservation will be paid for the first five days whether they take the ten days, or they take leave from their 15-week entitlement.

Employees are required to provide notice, either ahead of the leave or as soon as possible after they have started the leave (this notice may be provided orally), for either length of leave. In addition, employees are not required to take the ten days leave before starting their 15-week entitlement. Employees may be requested to provide reasonable evidence of the need for leave.

12. Unpaid Infectious Disease Emergency Leave

Employees of Quinte Conservation have the right to this leave in the event they are not able to perform their duties because of COVID-19. The only disease for which unpaid infectious disease emergency leave may be taken at this time is COVID-19. Although the ESA was amended to include unpaid infectious disease emergency leave on March 19, 2020, the leave entitlements for COVID-19 are retroactive to January 25, 2020, and have no end date. Employees are entitled to take this unpaid leave so long as the conditions set out below are met.

Employees therefore have the right to take unpaid, job-protected infectious disease emergency leave if they are not performing the duties of their position because of specified reasons related to COVID-19 which are outlined in the ESA. Employees of Quinte Conservation are required to provide notice that they will be starting the leave or provide notice as soon as possible if they are already on leave. This notice does not have to be in writing; it may be provided orally.

There is no specified limit to the number of days an employee can be on unpaid infectious disease emergency leave and unpaid infectious disease emergency leave absences do not have to be taken consecutively. Employees can take the leave in part days, full days, or periods of more than one day. Employees may also return after a part day if the time off was taken in relation to the reasons outlined in the ESA. The employee will be entitled to their regular rate of pay for any hours worked. Note that Quinte Conservation may request reasonable evidence of the need for leave from employees.

13. Organ Donor Leave

An employee of Quinte Conservation who has been employed with the company for at least 13 weeks is entitled to organ donor leave if they are undergoing surgery to donate all or part of certain organs to a person. As necessary, organ donor leave may be extended past the original 13 weeks to an additional 13 weeks.

Under the ESA, “organ” refers to a kidney, liver, lung, pancreas, or small bowel. This leave generally begins on the date of the surgery unless another date is specified by the certificate. The leave may be extended for employees if a qualified medical practitioner asserts that the employee requires more time away from work. The maximum length of time for organ donor leave is 26 weeks.

An employee is required to provide at least two weeks’ written notice of the need for the original leave and if there is a need to extend the leave. An employee may also return early from leave provided they have two weeks’ written notice that they intend to do so. Quinte Conservation reserves the right to

request a medical certificate attesting to the need for leave and this must be provided as soon as possible after it is requested.

14. Reservist Leave

A reservist employee who has worked for the company for at least three consecutive months and who is deployed to an operation is entitled to unpaid leave for the time that is necessary for them to be a part of the operation. The ESA sets out that an operation may include aiding in dealing with an emergency or its aftermath (including search and rescue operations, recovery from national disasters such as flood relief, military aid following ice storms, and aircraft crash recovery).

Employees can also take this leave if participating in Canadian Armed Forces military skills training.

Employees are required to provide written notice of the beginning and end date of their leave and will be reinstated to their same position upon returning from leave. If their position has been eliminated, Quinte Conservation will reinstate them to a comparable position. As needed, Quinte Conservation reserves the right to postpone an employee's reinstatement for two weeks, or one pay period, as needed.

15. Jury Duty Leave

Quinte Conservation will provide paid job-protected time away from work as necessary for employees to participate in jury duty. In the event the employee receives government compensation for attending their jury duty, the employee must provide this amount to the employer. Employees may be requested to provide evidence of the need for them to participate in jury duty.

16. Voting Leave

Eligible employees are entitled to take three (3) hours off to vote during work hours during federal and provincial elections. The leave will be applicable where an employee's hours of work prevent them from having three consecutive hours to vote. The hours will be paid. Note that voting is open for 12 hours.

17. Short Term Disability

If a full-time or fixed long-term contract employee is off work due to a non-work-related accident or illness, the Authority will continue to pay the employee their regular wages up to a maximum of 15 weeks for any one of absence. To receive this pay, an employee must provide the Authority with a doctor's certificate after continuous days of absence. If an employee is off work for reasons which are maternity-related and a doctor's certificate is submitted, the Authority will continue to pay the employee her regular wages up to a maximum of 15 weeks or until she is eligible to apply for federal, maternity benefits, whichever occurs first.

No payment will be made if:

- The employee is not under active care of a licensed physician.
- For any occupational injury or illness.

Or for any disabilities resulting from:

- Self inflicted injuries or illnesses.

- Insurrection, war, or civil commotion.
- Committing or attempting to commit a criminal offence.
- Medical, surgical, or dental treatment for cosmetic purposes.

No payment will commence while an employee is on layoff.

For the first 10 sick days (excluding Saturdays and Sundays), the employee's wages will be allocated to their regular job codes. Beginning on the 11th day of sickness, wages may continue to be paid from the regular job code; however, should a replacement be hired, the regular employee's wages will be allocated to the working reserve account.

18. Long Term Disability

If fulltime or fixed long-term contract employee is still totally disabled after 15 weeks then the employee will receive a monthly income (see Group Insurance Booklet for details) from the Long Term Disability Group Plan for as long as total disability continues, without interruption and continuing up to the maximum income period as specified in the Schedule of Insurance upon the acceptance of the claim by the Group Insurance Company.

Payment of Benefits

If a permanent or fixed long-term contract employee is collecting Long Term Disability benefits the Authority will continue to pay its contributions to Group Insurance and OMERS or Group RRSP for up to one year from the first day of accident or illness provided that the employee continues to pay their share of the cost. An employee on Long Term Disability is not eligible to accumulate vacation credits.

Public (Statutory) Holidays

Quinte Conservation is committed to upholding the employment rights as established by the Ontario Employment Standards Act, 2000. Specifically, we will ensure that it adheres to the provisions established for public holidays in Ontario. Quinte Conservation recognizes the following days as Statutory Holidays:

1. New Year's Day
2. Family Day
3. Good Friday
4. Easter Monday
5. Victoria Day
6. Canada Day
7. Civic Holiday
8. Labour Day
9. Thanksgiving Day
10. Remembrance Day – a floating statutory holiday where the office remains open on November 11th and an employee is allowed another day off in lieu (approval required from their supervisor).
11. Christmas Day
12. Boxing Day (December 26)

Policy

Quinte Conservation will ensure that qualified employees who are entitled to take these days off from work will be paid the appropriate public holiday pay.

As needed, Quinte Conservation may request that employees work on the day of the public holiday. To compensate for this an employee may choose one of the following:

- Be paid their regular wages on the public holiday and then receive another day off in lieu of which they will be paid public holiday pay.
- Be paid their public holiday pay, in addition to time and one half their regular rate of pay. In this case, the employees would not be entitled to another day off.

In either case, employees must agree electronically or in writing to work on the public holiday. A substitute holiday day must be scheduled for a day that is no later than three months following the earned public holiday. If a substitute holiday needs to be delayed beyond three months, employees of Quinte Conservation can agree electronically or in writing to delay the day, but it must be allotted to the employee in the 12 months following the initial public holiday.

If an employee's employment with the organization concludes prior to the day they scheduled the substitute holiday day, Quinte Conservation will ensure that the employee's public holiday pay entitlement is included in their final wages.

Calculating Public Holiday Pay

Employees are entitled to public holiday pay in the amount of an average of the employee's regular wages earned during the preceding four weeks leading to the public holiday. In the event that the employee was on vacation entitlement, the vacation pay will also count towards the total. Then, the total is divided by 20. Note: As employees of Quinte Conservation are entitled to be paid their vacation pay before they take a vacation or on or before the pay day for the period in which the public holiday is, vacation pay will be included in the calculations. As such,

For employees of Quinte Conservation that are paid their vacation pay on every pay cheque, the calculation will be four percent.

Qualifying for Public Holiday Pay

Employees of Quinte Conservation will qualify for public holiday pay unless:

- They fail to work all their last regularly scheduled day of work prior to the public holiday or all their first regularly scheduled day of work following the public holiday, OR
- They fail without reasonable cause to work their entire shift on the day of the public holiday if required to work.

Quinte Conservation may request specifics concerning an employee's absence on their last and/or first regularly scheduled shift(s) around the public holiday to determine whether the employee is entitled to the pay despite their absence. Generally, reasonable cause can be shown when an event beyond an employee's control occurs and results in their absence. Employees are responsible for establishing their reasonable cause to assure their public holiday pay.

Terminations

The purpose of this policy is to ensure employee terminations are handled in a fair and consistent manner, according to legislated employment practices.

Definitions

“Termination” means a situation in which the employment relationship comes to an end due to a variety of reasons such as resignation or the employer ending the employment relationship.

“Involuntary Termination” means the employee's departure at the hands of the employer.

“Voluntary Termination” or resignation means the decision is made by the employee to leave the job.

“Termination for cause” means an employee is terminated without notice when they are “guilty of willful misconduct, disobedience, or willful neglect of duty that is not trivial and has not been condoned by the employer”.

“Temporary layoff” means an employer cuts back or stops the employee’s work without ending his or her employment. According to the ESA, an employee is considered to be temporarily laid off when the employee has earned less than half of what he or she would ordinarily earn (or earns on average) in a week.

Policy

Quinte Conservation will follow the rules set out in *The Employment Standards Act* (ESA) and the terms set out in an employee’s contract when it comes to ending the employment relationship.

All terminations, no matter the cause, will be handled respectfully and in a confidential manner.

Voluntary Termination

In the case of Voluntary Termination or resignation, Quinte Conservation requests that employees provide a minimum of two weeks’ notice to the employer, in writing.

Involuntary Termination

In the case of involuntary termination not for cause, the employee will be provided with written notice of termination which meets the criteria set out within the *Employment Standards Act*, at minimum:

Period of Employment	Notice Required
Less than 1 year	1 Week
1 year but less than 3 years	2 Weeks
3 years but less than 4 years	3 Weeks
4 years but less than 5 years	4 Weeks
5 years but less than 6 years	5 Weeks
6 years but less than 7 years	6 Weeks
7 years but less than 8 years	7 Weeks
8 years or more	8 Weeks

The employee will either work for the remainder of the time provided by the notice period (working notice) or be provided with termination pay (pay in lieu of notice) for the duration of the notice period.

Employees will be entitled to their full regular pay during the notice period and will continue to accrue vacation pay during this time. Any benefits will remain in place for the duration of the notice period.

Employees may also be entitled to severance pay based on their years of service as defined under the *Employment Standards Act*.

The Executive Board and CAO shall determine whether severance pay should be applied, up to a maximum of 52 weeks.

Employees who are terminated for just cause are not entitled to notice, pay in lieu of notice, or severance pay.

Temporary Lay-off

Quinte Conservation will refer to and adhere to the *Employment Standards Act* in the event a temporary layoff is required for any reason. The organization is not required to provide written notice of the layoff.

If an employee is laid off for a period longer than a temporary layoff as set out in the ESA (generally 13 weeks in any period of 20 consecutive weeks), the organization understands the employee may be considered terminated according to the ESA, and will provide any termination pay to the employee, as required.

Final Pay and ROE

Upon termination, whether voluntary or involuntary, for cause or not-for-cause, the organization will:

- Provide any monies owing including any outstanding vacation pay, on the final pay after the notice period.
- Issue a Record of Employment (ROE) within 5 calendar days after the end of the pay period in which an employee's interruption of earnings occurs so that eligible employees may apply for Employment Insurance (EI)

Return of Employer Property

Whether the termination is voluntary or involuntary, the employee must return all company property including such items as keys or computer devices. All intellectual property, or information, products or content created for the employer will remain the property of the employer.

Rehiring

Employees who are terminated for cause may not be eligible for rehire.

Entitlement on Death

Where any employee dies, there shall be paid to their beneficiary or estate the sum of:

- Any unpaid salary or wages owing,
- Any unpaid vacation or overtime credits,
- Any applicable benefits from the Group Insurance Plan if eligible.

Vacations

Quinte Conservation understands the importance of taking time away from work to relax and recharge. It is committed to providing vacation time and pay in accordance with the *Ontario Employment Standards Act (ESA)*, at a minimum. If an employee's employment contract provides a greater benefit, the employment contract shall take precedence.

Policy

Vacation time and vacation pay at Quinte Conservation are provided according to the following chart:

	Years of Services					
	1 to 3	3 to 7	7 to 10	10 to 15	15 to 20	20 or more
Vacation Time	10 days	15 days	17 days	20 days	25 days	30 days
Vacation Pay	4% gross wages	6% gross wages				

As per the ESA, vacation pay must be at least four percent of the gross wages (excluding any vacation pay) earned in the 12-month vacation entitlement year or stub period (where that applies) for employees with less than five years of employment, and at least six per cent of the gross wages thereafter.

Vacation time may be taken after it has been accrued in the previous 12-month vacation entitlement year. It must be taken within 10 months of being accrued.

An employee who does not complete either the full vacation entitlement year or the stub period (if any) does not qualify for vacation time under the ESA. However, employees earn vacation pay as they earn wages. Therefore, if an employee works even just one hour, they are still entitled to at least four per cent (or six per cent, depending on length of employment) of the hour's wages as vacation pay.

Vacation Time

At Quinte Conservation, the vacation entitlement year begins in January and ends in December. Vacation time must be taken within 10 months of it having been accumulated. Up to a maximum of six vacation days may be carried over into the following year with the approval of a supervisor. Quinte Conservation reserves the right to schedule employee vacations if the time needs to be used prior to the year's end. While the organization will make every effort to consider an employee's desired vacation time away, there may be occasions when employees will not receive their desired time. In accordance with the ESA, Quinte Conservation will not schedule any vacation time for less than one week at a time.

Maternity or Parental Leave

For the duration of a maternity or parental leave, vacation time will only accrue; vacation pay does not accrue during this time away.

Public/Statutory Holidays and Sick Days

Should a public/statutory holiday fall within an employee's vacation time, they are entitled to an extra day away following their scheduled vacation. Sick days taken during a vacation do not qualify the employee to another day off with pay following their scheduled vacation.

Vacation Pay

Quinte Conservation part time and contract employees get 4% payment instead of paid time off, and this payment will be added to each pay cheque. A vacation pay agreement form may be requested.

Vacation Requests

Employees are requested to discuss with their manager or supervisor at least two weeks prior to requesting vacation. Vacation requests will be granted according to seniority. Quinte Conservation reserves the right to schedule vacation for employees to ensure the smooth operation of the business and that all vacation time is used prior to the end of the year.

Termination of Employment

If employment is terminated prior to an employee taking their vacation time, it will be paid out to them on their final pay cheque along with any other owed amounts.

Buying Vacation Days

Employees have the availability to buy vacation days up to a maximum of 30 days combined with their earned vacation days. A request for approval must be put to their supervisor and the CAO.

Key Health and Safety

Health and Safety Statement

Quinte Conservation places the health, safety and well-being of all workers and volunteers as its highest priority. We understand the organization holds the highest responsibility for the safety of the workplace and will take all steps needed to provide a healthy and safe working environment.

Quinte Conservation adheres to the requirements set out in the *Occupational Health and Safety Act*, at minimum. This includes promoting health, safety, and well-being awareness; providing information, training, and competent supervision to employees about specific work tasks; ensuring employee participation in H&S initiatives; and monitoring safety hazards on an ongoing basis.

However, managers, supervisors, employees, and volunteers are all accountable to work together to always uphold their own health and safety and that of others. Managers and supervisors must train their workers appropriately, make sure working conditions are safe, and monitor that employees are following safe work practices and procedures.

Employees and volunteers must do their part by implementing all safety training and practices of Quinte Conservation; staying vigilant about their environment; and reporting any health or safety concerns to management or the health and safety committee right away. They are also encouraged to participate in health and safety initiatives, at any time.

We must all remain committed to keeping each other safe and healthy in every way possible. At Quinte Conservation, we look forward to working together to do just that.

Workplace Anti-Harassment

Quinte Conservation is committed to ensuring a workplace free of harassment, bullying, and discrimination. In pursuit of this, Quinte Conservation will not tolerate any harassment, bullying, or discrimination within the workplace. Quinte Conservation is further committed to investigating any complaints regarding workplace harassment, bullying, and/or discrimination, using the method of progressive discipline, up to and including the point of termination of employment for the perpetrator(s).

Canada's Criminal Code specifically lays out matters such as violent acts, sexual assault, threats, and behaviours such as stalking. In the event of any of the above, Quinte Conservation will immediately contact the police.

Definitions

Harassment is defined by the *Ontario Occupational Health and Safety Act* as "engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome." This definition includes sexual harassment, personal harassment, psychological harassment, and bullying.

Workplace harassment does not include reasonable actions taken by an employer or supervisor relating to the management or direction of workers in the workplace.

Sexual Harassment under the Occupational Health and Safety Act is defined as: "Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome."

Note that this Anti-Harassment Policy is administered in conjunction with Quinte Conservation's Human Rights Policy and includes freedom from discrimination under any of the grounds established by the *Ontario Human Rights Code*, including race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex (including pregnancy), sexual orientation, gender identity, gender expression, age (18 and over), marital status (including same sex partners), family status, disability, and record of offences.

Common harassing behaviours can include (but are not limited to):

- Rumour spreading;
- Jokes about sex;
- Email chains with jokes about specific individuals;
- Excluding individuals from work-related activities;
- Reviewing work unfairly or trivial fault-finding; and
- Belittling behaviour or comments.

Harassment can either occur over a period, or in a specific instance, depending on the specific situation.

Policy

Quinte Conservation encourages any of its employees who witness or who are victim to harassment, bullying, or discrimination to bring forward the information as soon as possible so that an investigation may immediately commence.

In pursuit of a harassment-free environment, Quinte Conservation is committed to fully preventing and/or addressing any instances of harassment, including sexual harassment, by:

- Providing education and training to ensure that all employees understand their rights and responsibilities regarding harassment;
- Ensuring that supervisors understand how to respond to incidents of harassment, including how to collect information, how to act, how to deal with confidentiality, how to document, and how to keep records;
- Methodically monitoring or adjusting Quinte Conservation's systems for any barriers, including any barriers regarding any protected grounds laid out in *the Ontario Human Rights Code* and Quinte Conservation's Human Rights Policy;
- Reviewing their Anti-Harassment program with the Health and Safety Committee
- Providing a procedure for complaints (outlined below) that is fair, timely, and effective; and
- Ensuring to promote appropriate standards of conduct.

This policy also prohibits any person at Quinte Conservation who can grant or deny a benefit to another employee from sexually soliciting or making advances on that person. This could include co-worker to co-worker, or supervisors and managers to employees. Further, any reprisals for the rejection of these advances are not permitted.

Quinte Conservation will also not permit the creation of a poisoned work environment, as created by comments or any forms of conduct that are known to be unwelcome. Quinte Conservation will investigate all complaints to prevent this poisoned environment.

In addition, any employees who experience harassment while in the course of work for Quinte Conservation have the right to file a complaint without any fear of reprisal. Quinte Conservation will ensure that an investigation is conducted into any incidents or complaints of workplace harassment, as appropriate.

Employee and Supervisor Responsibilities

All Quinte Conservation employees have the responsibility to adhere to the contents of this policy and refrain from enacting or condoning any form(s) of harassment. Further, all employees have the responsibility of fully cooperating in any investigations into complaints of harassment.

All Quinte Conservation supervisors or managers have an additional responsibility of acting immediately upon either receiving a complaint of harassment or witnessing it themselves. Supervisors and managers

are responsible for the creation and maintenance of a harassment-free workplace and must immediately investigate as soon as any forms of harassment become known in the workplace.

Complaint Procedure

At Quinte Conservation, complaints regarding harassment, bullying, or discrimination may be brought forward to:

- The Immediate Supervisor, if they are not available, the CAO.
- An alternate report may be made to the Human Resources Manager.
- Immediately upon receipt of a complaint, an investigation will be started, and additional information and context will be sought. The investigation may include:
 - A review of the details of the incident;
 - Separate interview(s) with the parties involved and any witnesses;
 - Examination of any relevant documents, emails, notes, photographs, or video;
 - A decision about whether the complaint constitutes workplace harassment; and
 - The preparation of a report which summarizes the incident, the steps of the investigation, the evidence collected, and any findings.
- Quinte Conservation will take appropriate measures to ensure that employees and/or witnesses involved in filing the complaint are protected, as necessary. This may include temporary reassignments or shift changes. Quinte Conservation will ensure that these changes do not penalize any employee who brought forward a complaint, or any witness to the complaint.
- Quinte Conservation will not disclose any information regarding a complaint of harassment (including any identifying personal information of any of the individuals involved) unless the disclosure is necessary. The disclosure may become necessary for the purposes of investigating the complaint, taking disciplinary action, or as required by law.
- The employee who disclosed the complaint, as well as the alleged harasser (provided they are both employees of Quinte Conservation), will be kept up to date on the investigation and will be notified of the results of the investigation and any subsequent actions to be taken.

Any reports resulting from an investigation into complaints of harassment, discrimination, or bullying are not considered to be Occupational Health and Safety reports and will not be shared with the safety committee.

Note: This policy will be in written form and posted in a conspicuous place at Quinte Conservation. It will be reviewed as often as necessary, but at least annually.

Workplace Anti-Violence

This policy and program are intended to:

- a) Ensure that Quinte Conservation maintains a work environment that is free from workplace violence.
- b) Establish measures and procedures to control the risk of workplace violence.
- c) Communicate the procedure for summoning immediate assistance in the event of an incident of workplace violence or where an incident is imminent.
- d) Establish a procedure for reporting incidents of workplace violence.
- e) Establish how reports of workplace violence will be dealt with and investigated by the organization.

Definitions

“Workplace Violence” as defined by the *Ontario Occupational Health and Safety Act*, means:

1. The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
2. An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
3. A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

“Workplace” refers to any land, premises, location, or thing at, upon, in or near which a worker works including the organization's offices, off-site locations where work is performed, social events related to work or away from work but resulting from work (i.e., a threatening phone call to your home or other personal electronic contact from co-workers or clients).

Policy

Quinte Conservation is committed to providing a healthy, safe, and supportive work environment for all employees that is free from workplace violence and will not tolerate any such incidents that are perpetuated by or against an employee, client, volunteer, vendor, or visitor.

In pursuit of this commitment, Quinte Conservation will take all reasonable steps to prevent workplace violence and will deal with incidents and complaints made in good faith, in a fair, consistent, and timely manner.

Employee Responsibilities

- Understand what constitutes workplace violence as defined in this policy and adhere to the organization's zero tolerance requirement.
- Immediately report any incident of violence one is subject to or witnesses in accordance with the organization's anti-violence program.
- Participate as required in internal and external investigations concerning incidents of workplace violence.

- Refrain from any retaliatory acts against any individual who has brought forward a complaint of violence.
- Attend and actively participate in training and education sessions regarding workplace violence.

Employer and Management Responsibilities

- Assess the risk of workplace violence and implement procedures, response plans and other controls to help minimize identified risks.
- Educate and train employees on this policy and program, response plans and other controls established to protect employee health and safety.
- Ensure a copy of this policy is available to all employees.
- Review the Workplace Anti-Violence Policy and Program annually or as often as necessary to properly protect employees from the risk of violence. This policy and program will be reviewed after any violent incident to determine if changes are necessary.
- Take appropriate action(s) upon receipt of a complaint of workplace violence or when aware that workplace violence is occurring.
- Impose appropriate disciplinary measures in response to substantiated claims of workplace violence.

All members of management who are aware, or who ought to reasonably be aware that incidents of workplace violence are occurring or are thought to be occurring are obligated to take appropriate action to stop the offending behaviours and actions, even in the absence of a formal complaint.

Workplace Anti-violence Program

Reporting Incidents of Workplace Violence

- In the event you are directly affected by, or witness to an act of violence or a threat of violence in the workplace, it is imperative that the incident be reported immediately. Reports are to be made to your direct supervisor, a designate or other relevant party.
- For the health and safety of everyone, employees are encouraged to request an informal meeting with their supervisor/manager or their designate to discuss issues concerning or related to workplace violence.
- Employees should also notify their supervisor/manager, or their designate, if any restraining order affecting them is in effect or if they are aware of a non-work-related situation that could result in violence in the workplace including concerns regarding the potential for domestic violence to occur in the workplace.

If you are subject to workplace violence, you also have the option to pursue recourse through the Provincial Police or the Federal Criminal Code.

Summoning Immediate Assistance

- If you require immediate assistance following an act of violence, are being threatened, or consider yourself to be in imminent danger, contact the police/emergency services immediately

by dialing “911” and follow department/facility emergency response procedures (where relevant).

- If you are unable to phone 911 right away, you should:
 - Yell for help.
 - If in a vehicle, honk the horn repeatedly, turn on hazard lights and lock all vehicle doors.
 - If possible, use the vehicle’s emergency alarm.
 - Immediately move to a safe location.
 - Contact a manager/supervisor.

Right to Refuse Unsafe Work Due to Workplace Violence

If you believe that you are being endangered by workplace violence, you have the right to refuse to perform the work you deem to be unsafe. If you are refusing to work because of workplace violence, you must immediately report the refusal to your supervisor/manager or their designate.

Once reported, an investigation into the refusal will commence. During the investigation, you must remain in a safe place that is as near to your work location as reasonably possible and must remain available to the investigator for the purpose of the investigation.

History of Violent Behaviour

Under the Ontario Occupational Health and Safety Act, the organization may be required to provide information (including personal information) to its employees about a person with “a history of violent behaviour” if:

- a) The employee can reasonably be expected to encounter that person in the course of their work; and
- b) There is a potential risk of workplace violence because of exposure to the individual with a history of violent behavior.

Pursuant to this obligation, if the organization is of the view that there is a risk of workplace violence such that an employee is likely to be exposed to physical injury, information that is deemed reasonably necessary to protect employees from physical injury, including personal information and any known triggers of the individual’s potentially violent behaviours will be communicated.

When disclosing personal information, the organization will limit as much as possible the amount of personal information provided and will not release any medical information that is deemed protected.

Furthermore, the organization will not disclose any information to individuals who are unlikely to encounter the person with a history of violence or to those who are not at risk of physical injury from that person.

Domestic Violence

In the event the organization is aware that domestic violence could likely expose an employee to physical injury in the workplace, it will take every precaution reasonable in the circumstances for the

protection of the affected employee(s). In such situations the organization will work with the employee to create a personal support plan which will identify safety measures and procedures for the protection of the individual.

Violence Risk Assessment

Quinte Conservation will conduct a risk assessment of the work environment to identify any issues related to potential violence that may impact the organization and its employees and will institute measures to control those risks.

When conducting the risk assessment, Quinte Conservation will take into consideration specific areas that may contribute to the risk of violence including:

- Working in a community-based setting
- Interaction with the public and/or working with unstable or possibly volatile clients.
- The exchange of money
- Working alone or in small numbers
- Working at night
- Working in a high crime area

As part of its assessment the organization may review records and reports (incident reports, health and safety inspection reports, etc.). The results of the assessment will be provided to the Joint Health and Safety Committee where one exists.

Violence Investigation Procedure

The investigation process will be initiated upon receipt of a formal complaint from an employee or at the discretion of the employer where workplace violence is known or is suspected to be occurring.

The organization will endeavor to complete investigations within 90 calendar days or less once the process has been initiated; unless extenuating circumstances warrant a longer investigation (for example where more than five witnesses must be interviewed or in the event a witness, Complainant or Respondent is unavailable due to illness).

Once initiated, the investigation procedure will generally adhere to the following steps/guidelines:

1. The organization will appoint an internal or external investigator(s) to promptly conduct and document an investigation into the incident in which all facts are examined in a manner that is timely, fair, and impartial.
 - a. No person shall be appointed to the role of investigator where they have been named within a complaint.
 - b. Any allegations against the CAO will be investigated by a neutral third-party investigator.
2. The investigator(s) will review this policy, the submitted complaint and supporting documents, and will meet with the Complainant to gather additional details and information regarding the incident(s).

3. Individual(s) named in the complaint (known as Respondents) will be advised via written notification of the complaint that has been filed against them. The notification will inform the Respondent of the alleged offensive action(s)/behaviour(s) made against them.
4. The investigator will then meet with the Respondent to allow the individual to respond to the presented allegations and to gather facts and information.
5. Where warranted, the organization may issue a paid administrative leave to the Respondent, Complainant and any other party deemed necessary until the investigation is completed.
6. Employees on paid administrative leave pending the results of the investigation must remain available to meet with the investigator and to return to work as requested.
7. The investigator may also individually meet with witnesses and any other individual deemed necessary to provide additional evidence or context/information pertinent to the investigation.
8. Once the investigator is satisfied with the amount of factual information collected from all parties, they will determine as to whether or not the allegation(s) are substantiated based on a balance of probabilities and where substantiated, make recommendations on any remedial action to be taken.
9. The investigator will provide an investigation report which must include a summary of the steps taken during the investigation, the complaint and allegations of the Complainant, the response from the Respondent(s), the evidence of any witnesses, any additional evidence gathered, findings of fact, the conclusion of the investigation and any recommendations made.
10. If the investigator deems a breach of the policy has occurred, the organization will take necessary progressive discipline as deemed appropriate to do so.
11. If the results of the investigation do not substantiate that a breach of this policy has occurred, the allegations will be disregarded in any subsequent employment decision affecting the parties involved. This is the case except where there is repetition of the same allegation from the same or different parties, and in that case, further investigation and progressive discipline may occur. However, if after investigating any complaint the organization determines that the complaint is not genuine or that an employee has deliberately provided false information regarding the complaint, disciplinary action may be taken against the Complainant or the individual who gave the false information.
12. If the Complainant disagrees with the outcome of the investigation, they will have the option to pursue recourse through the applicable legislation (example: The *Human Rights Code* or the *Occupational Health and Safety Act*).
13. Quinte Conservation will provide the Complainant and Respondent (where the Respondent is an employee) with a written outcome letter summarizing the investigation findings and any disciplinary action to be taken because of the investigation.
14. All parties involved in the investigation process, including the Complainants, Respondents, and witnesses are responsible for fully cooperating with the investigator(s) throughout the investigation process.

Prohibition Against Retaliation/Reprisal

Quinte Conservation strictly prohibits any form of retaliation against an employee for filing a genuine complaint under this policy or for participating in the investigation process.

Specifically, no employee shall be demoted, dismissed, disciplined, or denied a promotion, advancement, or other opportunity because they have lodged a complaint in good faith or have participated in an investigation.

Disciplinary Action

Any employee who is found to have breached this policy by engaging in violence or a form of reprisal; who breaches confidentiality expectations; fails to cooperate with an investigation; makes a complaint in bad faith or supplies falsified information will be subject to appropriate disciplinary action.

Disciplinary action may range from training, counselling, written warning, suspension, work transfer and termination of employment, depending on individual circumstances. Additionally, the organization may pursue criminal charges where warranted.

Confidentiality

Quinte Conservation will ensure that information and documents regarding a complaint or incident will not be disclosed except to the extent necessary to protect workers, to investigate the complaint or incident, to take progressive discipline or as otherwise required by law.

All parties involved in a workplace violence complaint, including complainants, respondents, witnesses, managers, and support persons are expected to treat the matter and any information they become aware of as confidential. No party shall discuss the matter or associated details with other employees or witnesses. An employee may face disciplinary action if it is determined that they have failed to adhere to these confidentiality expectations.

All investigation notes and full reports will be retained in a separate file and are not to be saved in employee personnel files. Investigation outcome letters and disciplinary action will be saved in applicable employee files only when the complaint has been verified and is found to be in breach of this policy.

Record Keeping

Quinte Conservation will securely retain records of all complaints or incidents of harassment including copies of:

- The complaint or details about the incident
- Records of the investigation including notes
- Witness statements, if taken
- The investigation report if any
- Results of the investigation that were provided to the Complaint and Respondent
- Any progressive discipline taken to address the complaint or incident of workplace harassment.

Reports of Violent Incidents - Workplace Expectations

The Organization Shall:

- Promptly investigate all reported acts and incidents of violence.
- Consult with other parties (i.e., legal counsel, Health and Safety Consultants, Health and Safety Representatives, Employee Assistance Providers, Human Rights, and local Police Services) as deemed necessary to address, resolve and mitigate incidents.
- Take all reasonable measures to identify and eliminate risks and root causes resulting from the incident.
- Comply with WSIB and OHSA violent incident reporting obligations by:
 - Immediately notifying the Ministry of Labour, and the JHSC (where relevant) of any incident resulting in the death or critical injury of an employee and providing the Director of the Ministry of Labour with a written report detailing the circumstances of the incident within 48 hours of its occurrence.
 - Providing written notification to the JHSC within four days of any violent incident which leaves an employee disabled from performing their job duties or which requires medical attention.
 - Providing notification to the WSIB within 24 hours of any violent incident in which an employee sustains a lost-time injury past the day of the incident or an injury that requires health care.

Conduct and Discipline Policies

Absenteeism and Attendance

Quinte Conservation is committed to ensuring that all its employees are appropriately compensated for their hours of work. This Attendance and Absenteeism policy outlines our expectations for employees with regards to their time and attendance.

Policy

Quinte Conservation employees have the responsibility of attending work at their scheduled time or providing as much notice as possible in the event they are unable to arrive for the start of their shift. Employees are to contact their immediate supervisor so that the supervisor can inform the front desk officer as soon as possible if they will not be present. If employees need to leave their shift early, they must provide as much notice as possible to their supervisor.

Prolonged Absences

If an employee requires an absence for a prolonged period, Quinte Conservation may request additional information from an employee's medical provider regarding the projected length of their absence. Quinte Conservation will not request confidential medical information, including any diagnosis, etc., from the medical provider.

Job Abandonment

Should an employee miss three (3) consecutive days of work, without reasonable justification and without proper notification to the employer, the employee may be subject to disciplinary action. Upon missing three (3) days of work, conditions as above, the employer will send the employee a registered letter stating the expectation that the employee contact the employer immediately with acceptable justification for their absence; documentation may be required. A deadline to contact the employer, and provide acceptable justification and/or documentation, will be provided (typically 3 business days). Should the employee not contact the employer, and provide acceptable justification and/or documentation, the employee will be terminated, for cause, on the grounds of job abandonment.

Should the employee provide reasonable justification and/or documentation within the prescribed period, the employer may still discipline the employee accordingly for failure to communicate their absence via the call-in procedure outlined in the Quinte Conservation's *Absenteeism and Attendance* policy.

Absenteeism

Absenteeism refers to a deliberate pattern of absences or late arrivals that need to be corrected to ensure that Quinte Conservation can adequately staff its premises and achieve its organizational goals. Employee absences without reasonable cause affect the company's ability to achieve those goals.

Repeated absences or tardiness considered as absenteeism refer to absences or tardiness because of:

- Sleeping in late;
- Having personal social plans when scheduled for work;
- Leaving early every Friday without reasonable cause;
- Arriving late every Monday morning without reasonable cause;
- Failing to catch a regularly scheduled method of public transportation such as a bus; and/or
- Extending a weekend without approval (e.g., not attending work on a Monday or a Friday for unjustified reasons).

This is not a comprehensive list. Employees are expected to attend work unless an emergency arises or they are ill and cannot present themselves.

Disciplinary Steps

In the case of an excessive number of absences, late shift arrivals, shifts left early, or if a pattern of absenteeism presents itself, Quinte Conservation will first meet with the employee to determine whether there is a workable solution to the attendance exceptions. Employees have a responsibility to do their part to work towards a solution and abide by the terms of the attendance agreement. If the attendance exceptions continue without reasonable cause and/or notice, Quinte Conservation will institute the progressive discipline process following these three steps:

1. Verbal warning
2. Written warning(s)
3. Termination of the employment relationship

Each of these steps will be documented and copies will be provided to the employee to read and understand during the disciplinary meeting. For further guidelines on the progressive discipline process, Quinte Conservation will refer to the Progressive Discipline Policy.

Code of Conduct

Quinte Conservation believes in honesty, integrity and respect and requires all employees working on behalf of the organization to uphold these values. The purpose of this policy is to outline the organization's expectations when it comes to the behaviour and conduct of its employees.

Policy

Quinte Conservation is committed to doing business in a respectful and ethical manner. Employees of Quinte Conservation are expected to behave in a professional and courteous manner toward the organization, fellow employees, our clients, and the public always.

This means employees will adhere to the following guidelines for working with integrity:

- Report for work on time and put their best effort forward each day.
- Assist clients and fellow colleagues to the best of their ability.
- Take responsibility for their choices and actions.
- Treat others with dignity and respect.
- Represent the organization and its clients or affiliates in a positive manner.
- Keep confidential information private.
- May act as a consultant, lecturer, advisor, or work in his/her trade and accept remuneration for such activity, providing such activity:
 - Is approved by the CAO.
 - Does not interfere with the performance of their duties as an employee.
 - Is not engaged during his/her hours of work.
 - Does not conflict with the interests of Quinte Conservation.
- Shall not accept any gifts, payments, services, privileges or favours from any person or business organization that has dealings with Quinte Conservation except in instances where the value and acceptance of such items is nominal, received infrequently, the item has no resale value and acceptance of such items does not impair the ability (in fact or appearance) to perform one's duties in an objective and impartial manner. Such gifts must always be of a form and substance such that an impartial observer could not construe them as an improper incentive. An employee will disclose the receipt of any gift, favour, etc. to their supervisor.
- Use company resources and property as intended.
- Ask for clarification and guidance when unsure about an action or decision.
- Disclose to the CAO any financial interests where the employee directly owns or indirectly owns, is beneficially entitled to, or has an interest in any land, building, leases, mortgages, goods, services or contract which is offered for option, sale, lease, or assignment to Quinte Conservation.

Quinte Conservation will not tolerate:

- Discrimination, harassment, bullying or violence of any kind.
- Illegal or criminal behaviour including but not limited to stealing, damaging property, or possessing illegal substances or items.
- Any type of lewd behaviour or unethical conduct.

- Showing up for work under the influence of any substance that impairs judgement or hinders safety, whether that substance is legal or not.
- Insubordination.
- Competing with the organization or using company information or intellectual property for personal gain.
- Intentionally behaving in any untrustworthy manner such as misrepresenting the company or its products, services, or prices to clients or to the public whether in person or via social media channels.

Quinte Conservation will provide education and training to ensure employees understand their obligations and responsibilities when it comes to respectful behaviour.

Employees who do not comply with the expectations set out in this code of conduct will be dealt with through progressive discipline, that may include termination of employment.

Confidential Company and Client Information

The Confidentiality Policy defines and describes the management of confidential information for all employees of Quinte Conservation. We believe that company and proprietary information and all information relating to Quinte Conservation employees and clients are confidential, and every safeguard should be taken to ensure information is kept confidential. This policy further outlines our commitments to our employees and clients and how we will handle this information.

Protecting the privacy and confidentiality of personal information is an important aspect of the way Quinte Conservation conducts its business. Collecting, using, and disclosing personal information in an appropriate, responsible, and ethical manner is fundamental to Quinte Conservation's daily operations.

Scope

Our company relies upon employees and business partners to properly develop, maintain, and operate our systems, networks, and processes which keep our sensitive information safe and properly used. This means that every person and organization handling our information has the responsibility to keep information safe, no matter where the information is located. This includes computing systems, networks, paper copies, business processes, and verbal transmission of information.

Policy

Company Confidential Information

Quinte Conservation requires all employees to handle all personal and business information regarding confidential materials, intellectual and proprietary property, pending business transactions and sales, partnerships, supplier pricing, IT information, access, and processes as well as personal, personnel and client information gained through the course of their regular job duties in a confidential and appropriate manner.

Employees agree that if confidential information is not effectively protected, the operations and reputation of Quinte Conservation may be threatened and may suffer irreparably.

All employees shall keep confidential and shall not, during the continuance of their employment or any time after the termination thereof, without the express written consent of Quinte Conservation, disclose to any person or organization any information of Quinte Conservation or its partners to which an employee may have acquired during employment or partnership.

Failure to adhere to this policy may result in disciplinary action up to and including termination of employment.

Client Information

In accordance with the Privacy Act and PIPEDA (Personal Information Protection and Electronic Documents Act), Quinte Conservation requires all employees to handle sensitive personal client information in a confidential and appropriate manner. It is understood that employees of Quinte

Conservation will become aware of confidential information regarding our clients through the course of their employment. Employees agree that if confidential information is not effectively protected, the operations of Quinte Conservation may be threatened, and the well-being and privacy of our clients may suffer irreparably. The rules by which information is handled are determined by the regulations, business requirements, and company commitments relating to that type of information. Only the information required to achieve the desired business outcome will be collected and will remain confidential.

Every employee, vendor, contractor, supplier or vendor, agent or representative of our company must be aware of the significance of the information being handled and ensure that proper controls are applied to prevent copying, disclosure, or other misuse of the information.

Employees are required to keep all confidential information, both about the Company and our clients, confidential both during and after their term of employment. Employees shall not divulge, disclose, provide, or disseminate confidential or private Information to any third party not employed by Quinte Conservation at any time, unless Quinte Conservation gives written authorization.

Return of Company Property

You agree that all confidential and proprietary information of Quinte Conservation, which includes, but not limited to files, confidential information, spreadsheets, proprietary information, client information and other documents or papers (and all copies thereof) relating to the Company, including such items stored in computer memories, computer disks or by any other means, made or compiled by or on your behalf during your employment, or made available to you relating to the Company or any affiliate of the Company, shall remain the property of the Company, and shall be delivered, along with any copies thereof, to the Company promptly upon the termination of your employment with the Company for any reason whatsoever or at any other time upon request and you confirm that you shall not keep any reproductions thereof.

Consequences

Failure to adhere to this policy may result in disciplinary action up to and including termination of employment.

Dress Code and Hygiene

Quinte Conservation requires all employees to present themselves in a professional manner when representing the Company. It is always important that the professional image of the firm be maintained, even on casual days, as our employees' own presentation is a direct reflection of Quinte Conservation. The purpose of this policy is to outline our expectations for employee attire, personal hygiene, and appearance.

Attire

Quinte Conservation is a professional organization. Employees who may have in-person contact with customers, whether on our site or when working outside the office, are expected to have a professional appearance. We expect that employees will make appropriate judgement when selecting their work attire. Employees are to wear their work attire with any required Personal Protective Equipment (PPE) while performing their jobs.

Examples of clothing or representations that are not acceptable, even on casual days, include but are not limited to:

- Ripped or torn clothes;
- Clothing and/or tattoos that contain words or images that are racist, violent and/or clearly inappropriate;
- Clothing that is revealing and skintight without appropriate coverage; and/or
- Dirty or unwashed clothes.

On occasion, Management may direct employees to dress in business casual or in business attire (for example, if an important client is attending on-site). In those cases, employees will dress according to the instructions.

Hygiene

Employees are expected to meet hygiene requirements during regular business hours for the duration of their employment, such as:

- Maintain personal cleanliness, oral hygiene and use deodorant / antiperspirant to minimize body odours;
- No excessively scented perfumes, colognes, and lotions. These can cause allergic reactions, migraines, and respiratory difficulty for some employees;
- Clean and trimmed fingernails; and
- Wash hands after eating or using the restrooms.

Compliance

Departure from appropriate grooming, hygiene and attire standards will result in employee counselling and/or disciplinary action up to and including termination of employment.

Personal appearance standards may be reviewed periodically and updated as deemed necessary.

Questions pertaining to these guidelines, or the appropriateness of dress and/or hygiene on a given day should be directed to Management.

Some decisions regarding dress code and/or hygiene may have human rights considerations involved. Any such circumstance will be handled on a case-by-case basis, always with adherence to the applicable Human Rights legislation.

Drugs and Alcohol in the Workplace

Quinte Conservation recognizes impairment as a serious health and safety issue in the workplace as it can reduce the abilities and judgement of employees. We also recognize that substance abuse and dependency are medical issues that certain employees may struggle with. Quinte Conservation is therefore committed to:

1. Creating a safe and healthy workplace by prohibiting the unsafe use of drugs and alcohol in the workplace; and
2. Providing support to any employees with dependency issues.

Definitions

Medical Marijuana: Cannabis that is used for a medical purpose. The *Ontario Human Rights Code* “protects people who use cannabis for a medical purpose related to a disability from discriminatory treatment in employment”.

Substance Abuse: The *Code* also prohibits discrimination against people who have or are perceived to have an addiction to drugs or alcohol [including cannabis] based on the ground of disability.

Policy

To protect our organization, employees, clients, and the public at large, Quinte Conservation prohibits the use of any substances that lead to impairment such as drugs or alcohol, whether legal or illegal, while in the workplace or representing Quinte Conservation, unless they have been authorized in writing for use by management for medical reasons or in special circumstances such as a company event.

Employees may not be impaired while working, whether on-site, off-site or while working from home. Employees who are unfit to report to work for any reason should notify their supervisor using their regular process. Safety is our number one priority at Quinte Conservation.

Employees who fail to comply with this policy may face disciplinary action, including termination, or the involvement of the authorities, where necessary.

Safety Concerns with Machinery or Equipment

Driving or operating machinery, including work vehicles, while under the influence is also strictly prohibited.

Should an employee who operates machinery or equipment, including company vehicles, report to work and inform their supervisor/manager of their current state of impairment, their supervisor or manager is required to take immediate action, which may include sending the employee home in a taxicab or other commercial vehicle, and pursuing disciplinary action later when the employee is no longer impaired.

Solicitation or Possession of Illegal Substances

Solicitation, or possession of illegal substances within the workplace is strictly prohibited. There are no exceptions to this rule.

Work Events

Certain work situations (work parties, events, etc.) may allow for consumption of legal substances. These exceptions to company policy will be communicated by management and employees will be expected to use appropriate judgement and reasonable consumption levels while in these situations.

Duty to Accommodate

Quinte Conservation is committed to providing disability-related accommodation up to the point of undue hardship to employees who come forward with an addiction issue, or to employees who require cannabis for a medical purpose related to a disability under *Ontario's Human Rights Code*.

Employees with substance abuse or dependency concerns are encouraged to share these challenges with their manager/supervisor or HR team member so proper and appropriate accommodations can be organized. They may do so without fear of negative consequences. All employee medical information will be treated as confidential.

Medical Use of Cannabis

As per the *Ontario Human Rights Code*: "An employee can consume edible cannabis for a medical purpose related to a disability in an enclosed workplace, as long as it does not interfere with workplace health and safety or performing essential job duties."

In accordance with smoking and human rights laws:

- Employees may not smoke or vape cannabis for a medical purpose related to a disability in places where laws or rules prohibit smoking or vaping cannabis and tobacco for public health reasons. For example: "Ontario prohibits smoking or vaping cannabis for a recreational or medical purpose in an enclosed workplace".
- Where there is medical need to smoke or vape cannabis, Quinte Conservation will allow an employee who smokes cannabis for a medical purpose to smoke outside in places where smoking is permitted by law.

Employee Responsibilities

Employees are responsible for:

- Following the procedures outlined in this policy.
- Informing their supervisor/manager in the event they are under medical care and require the use of a prescription drug which may impair their abilities.
 - Employees are not to share their diagnosis or prognosis with the supervisor/manager; the information regarding their medication is precautionary only.
- Employees must also inform their supervisor/manager in the event they arrive at work impaired.

- If an employee should observe the suspected impairment of another employee, they have a responsibility for informing their supervisor/manager to ensure the health and safety of all others attending the workplace.
- Using their judgement in the case of work events, either taking place off-site or at Quinte Conservation's premises

Supervisor/Manager Responsibilities

First and foremost, where a manager or supervisor "observes or otherwise obtains knowledge of a worker's impairment that could give rise to a hazard in the workplace the supervisor is required to communicate this to any worker that may be in danger and to take every precaution reasonable in the circumstances for the protection of the worker(s)." (Ontario Ministry of Labour)

Supervisors/Managers are also responsible for:

- Informing employees about and enforcing the company's drug and alcohol policy
- Ensuring employees under their direct supervision are fit for work.
- Alerting the authorities should an employee attempt to drive while under the influence or a legal or illegal substance.
- Providing job accommodation to employees who require it.
- Providing clear instructions to employees for special events such as company parties to ensure employees clearly understand what they are and are not allowed to do.

Suspicion of Impairment

Quinte Conservation will provide training to supervisors and workers on the impact of impairment and on how to recognize and respond to possible signs of impairment.

This includes the use of the Suspicion of Impairment checklist and then follow-up actions with the employee who is suspected of being impaired.

Follow-up actions may include:

- Ensuring that the employee is returned to their home.
 - However, if the employee is impaired, Quinte Conservation will not condone them using their own vehicle and will plan for alternate transportation such as a taxi or an uber.
 - Should an employee insist on driving themselves, the authorities will be notified.
- Scheduling a meeting with the employee at the workplace to discuss the impairment.
- Inquiring about potential dependency/addiction.

Additional actions may include drug and alcohol testing, administrative leaves or suspensions, and agreements for counselling as appropriate under human rights and employment legislation. Each situation will be assessed individually.

Drug and Alcohol Reasonable Suspicion Checklist

When there is reasonable suspicion that an employee at work is unfit for duty, the supervisor or manager observing the behavior as well as another supervisor/manager as witness, if possible, must complete the checklist below. Where "Other" is checked, please describe.

Name of Observed Employee:	Date (DD/MM/YYYY):
Location	Time: (am/pm)

Observation Checklist								
Walking	Yes	No		Yes	No		Yes	No
Holding On			Stumbling			Unable to Walk		
Unsteady			Staggering			Swaying		
Falling			Other					
Standing	Yes	No		Yes	No		Yes	No
Swaying			Feet wide apart			Unable to stand		
Rigid			Staggering			Sagging at knees		
Other								
Speech	Yes	No		Yes	No		Yes	No
Whispering			Slurred			Shouting		
Incoherent			Slobbering			Silent		
Rambling			Mute			Slow		
Other								
Demeanor	Yes	No		Yes	No		Yes	No
Cooperative			Calm			Talkative		
Sarcastic			Sleepy			Polite		
Crying			Sleeping on the job			Argumentative		
Other								
Actions	Yes	No		Yes	No		Yes	No
Hostile			Fighting			Profanity		
Drowsy			Threatening			Hyperactive		
Other								
Eyes	Yes	No		Yes	No		Yes	No
Bloodshot			Watery			Droopy		
Dilated			Glassy			Closed		
Other								
Face	Yes	No		Yes	No		Yes	No
Flushed			Pale			Sweaty		
Other								
Appearance	Yes	No		Yes	No		Yes	No
Neat			Unruly			Messy		
Dirty			Stains on clothing			Having odor		
Partially dressed			Bodily excrement stains					
Other								

Breath	Yes	No		Yes	No		Yes	No
No alcoholic odor			Faint alcohol odor			Alcoholic odor		
No cannabis or drug odor			Smell of cannabis			Smell of another known drug		
Other								
Movements	Yes	No		Yes	No		Yes	No
Fumbling			Jerky			Nervous		
Other								

- Presence of alcohol and/or drugs in associate's possession or vicinity
 On-the-job misconduct by employee
 Employee admission concerning alcohol use and/or drug use or possession.

If there are witnesses to employee's conduct list:

Other observations: (if accident, provide details)
--

Employee's explanation of reasons for their conduct:
--

Once the above portion of the form has been completed by you and a witness, you are now ready to take a position with the employee. Be certain to follow company procedures as outlined in Quinte Conservation's Drug and Alcohol Policy.

(Check one)

- Employee has agreed to testing.
 Employee will not agree to testing.

Supervisor/Manager Signature	Date
Witness Signature	Date

Performance Assessment

Quinte Conservation maintains a policy of assessing the performance of its staff on an annualized cyclical basis. The purpose of the performance assessment is to:

- discuss job responsibilities and evaluate success in meeting job requirements.
- discuss strengths and opportunities for development. and
- set standards and performance measures for the coming year.

The program includes the following elements:

- manage employees' professional and personal aspirations, their personal development and align them with the business needs of Quinte Conservation.
- monitoring the performance of the employee during the review period (year).
- performance reviews at the end of the annual cycle to be completed by the end of November.

Performance Objectives and Personal Development Plan

- At the beginning of each performance assessment year, each staff member should discuss their performance objectives with their manager.
- The results of these discussions should be documented and added to the employee's file.
- The purpose of the personal objectives and personal development plan is to align the personal career aspirations and skills development of the employee with the needs of Quinte Conservation.
- Our performance reviews are conducted on an annual cycle or as often as the management team deems necessary.
- Managers are also subject to assessments.

Managers/leaders should provide concrete examples of the employee's performance to support the assessment scores.

The employee's performance will be evaluated throughout the period of employment. If necessary, Quinte Conservation will administer and enforce disciplinary measures in accordance with the Progressive Discipline Policy, in the hope that the employee can be coached to make the necessary improvements.

Political Activity

Quinte Conservation recognizes that it is the right of employees to fulfill their roles as citizens of the community which may include running for public office.

Definition

Election: An election or by-election of persons to serve a Municipal Council, local Board, the Provincial Legislature, or the Federal Parliament of Canada.

Local Board: According to the Municipal Act a local board is defined as a municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body, or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority.

Eligibility

All Conservation Authority employees.

Description

If an employee wishes to run for a public office including Local Boards or Federal or Provincial office, they must inform the CAO of their intention. The CAO, and the supervisor/manager of the department the staff person reports to will assess the time commitment of the elected position, the potential for any perceived conflicts with the employee's position, and the goals and objectives of the Conservation Authority. Based on this information, an unpaid leave may be granted between the period of nomination day and the voting day in accordance with provisions of the relevant legislation.

Employee Responsibilities

- Employees wishing to run for public office will be required to advise their leader as far in advance from the election as possible.
- If the employee is unsuccessful in obtaining public office, they shall return to their role.
- If the employee is successful in obtaining public office (Provincial or Federal), they may be required to resign from the Conservation Authority.
- Any employee of the Conservation Authority that is elected to a municipal council position may not serve on the Board of Directors to represent the municipality in which they were elected.

Human Resources, in conjunction with the leader and the CAO, will create a signed agreement outlining the terms and conditions between the Conservation Authority and the employee seeking public office.

Progressive Discipline

Quinte Conservation is committed to ensuring that the issuance of informal and formal discipline for employees is facilitated in a respectful manner and via an established process. Quinte Conservation has created this progressive discipline policy to outline the steps that would be taken in the case the conduct or behaviour of an employee is worthy of or in need of correction.

This process is designed to alert employees to conduct or behaviours that have been deemed unacceptable and require correction. It is the goal of Quinte Conservation that those responsible to facilitate the steps outlined in this policy do so with the aim of encouraging the employee to conduct themselves appropriately and satisfactorily. And our employees, in turn, will then take advantage of the opportunity. The Progressive Discipline Policy outlines the framework for addressing inappropriate behaviours within the workplace and ensuring a fair and consistent approach is in place to address situations quickly.

Scope

The terms of this policy apply to all employees of Quinte Conservation. Those employees who are both subject to the terms of the policy as well as responsible for administering and facilitating the policy are expected to adhere to this policy's application as outlined (i.e. human resources, managers, and supervisors).

Policy

This policy outlines a fair and consistent approach to discipline within the workplace in the event that Quinte Conservation sees conflicting behaviours in the desired workplace atmosphere. Quinte Conservation is committed to addressing these situations promptly and appropriately following these guidelines. The policy applies to all employees of Quinte Conservation and employees will be made aware of this policy at the time of hire.

Progressive Discipline Process

This process was designed to provide a step-by-step guideline to attempt to correct the conduct and behaviours of employees who do the following, but not limited to:

- Violate company policy.
- Violate health and safety rules and procedures, including workplace violence or harassment.
- Act in a manner that is not acceptable or ought to have reasonably been known to be unacceptable.
- Serious performance concerns. or
- Serious infractions that may result in the employee receiving more severe discipline or be terminated with cause.

Progressive Discipline Steps

1. Counselling – non-punitive^{*1}
2. First Written Warning
3. Second Written Warning

4. Final Written Warning and Possible Suspension without Pay
5. Termination with Cause

^{*1}*Note:* For Step 1 of this process, ‘Counselling,’ the progressive discipline issue to the employee is non-punitive. This stage is the first opportunity for the employer to make the employee aware of a concern, outline suggested remedies and encourage the employee to succeed. This stage should not be addressed as formal discipline. However, it should be made clear in the message and letter to the employee that formal discipline will follow if the employee does not improve, e.g., with the use of a Verbal Warning written record.

Severity of Act and Corresponding Discipline

Not all improper conduct and behaviour is of the same severity. The discipline must suit the circumstance.

Certain actions, in isolation, will not warrant formal discipline. However, the culmination of similar actions may in fact result in discipline as per the terms of this policy. For example, an employee who is late one or two times over the course of a few months may not warrant discipline. If the same employee was warned regarding their tardiness and was late a few more times over the next month, the employee may be subject to discipline.

On the other hand, a specific action may be considered relatively more severe than other improper actions worthy of discipline. In these cases, the employer reserves the right to issue a more severe discipline, as per the steps in this policy, or may terminate the employee (see Auto Termination section). For example, an employee is involved in an argument with another employee and punches the employee. The employer is obligated to respond accordingly, which means providing an appropriate level of discipline. The employee may be disciplined at Steps 2, 3 or 4 of the process for this single incident, even though no formal discipline existed prior.

Supervisors and managers should consult with human resources before determining and issuing discipline to ensure the discipline provided suits the circumstances. Moreover, it is important to ensure consistency and equity in the issuance of discipline from one employee to another.

Documentation

In all 5 steps of the progressive discipline process, a letter will be drafted by the employer, or representative, outlining the action that was the cause for the discipline, the disciplinary step taken, expectations the employee must meet to improve and the next step in the discipline process should further discipline be required. In stage 1, the letter should clearly indicate the disciplinary measure is non-punitive.

This letter will be dated and signed by the employer. A copy will be provided to the employee receiving the discipline and a copy will be placed in the employees’ personnel file. The letter will be removed from the employee’s file 18 months after the date of issuance, provided the employee is free from further discipline in those 18 months. Upon each discipline, the 18-month period begins anew for existing, active discipline on file.

Investigations

Wherever it is deemed necessary, the employer will investigate incidents of misconduct or improper behaviour which may result in discipline. During the investigation the employer will make the choice to either keep the employee under investigation in the workplace as well as any other employees that may be victim to or associated with the incident. The employer reserves the right to temporarily move, transfer, or modify the workplace and/or duties of the employee under investigation if said modifications are required for health and safety reasons, the safety of any employee, or to ensure fairness in the investigation. In a case where the employee must be removed entirely from the workplace, the employer may suspend the employee with pay pending the outcome of the investigation. A suspension with pay and/or a modification to the employees' workplace or duties are non-punitive actions and in no way imply guilt.

Suspension Without Pay

In the case of a serious offense or when an employee reaches stage 4 in this process, 'Final Written Warning,' the employer reserves the right to suspend the employee without pay. All suspensions will be provided to the employee in writing, inclusive in the final written warning. Suspensions will last a duration of one (1) business day but no longer than (3) days. Upon return to work from suspension, the employee will meet with the employer to outline the required steps to improve and again be made aware of the consequences if further discipline is required. The employer reserves the right to repeat this stage if it is determined that moving to the next step, termination with cause, is not warranted.

Termination with Cause*2

In the case of an employee who has progressed through all the steps as outlined in this policy, the employer may terminate the employee with cause. The employer should outline the reasons for the termination and provide a summary of dates and prior disciplines which culminated in a termination. The employer reserves the right to terminate without cause.

Auto Termination*3

At any point in the employment relationship, should the employee commit a serious act or violation, the employer may immediately proceed to termination with cause. The steps of this progressive process may not need to be followed. The employer reserves the right to terminate without cause. Examples of when immediate termination with cause may be just are as follows, but not limited to:

- Gross misconduct or insubordination
- Sexual harassment
- Discrimination, workplace violence or harassment
- Theft
- Misappropriation of funds
- Falsification of records
- Illegal, violent, or unsafe actions
- Purposely slander, libel, or defame the organization, including by using social media

Responsibilities

Employees

Employees must:

- Ensure they understand and fulfill work expectations.
- Ask management for help in the event they do not understand what is expected of their performance in the workplace.
- Consistently act in a respectful manner towards colleagues, superiors, and clients.
- Adhere to Quinte Conservation's policies and procedures. and
- Follow all health and safety measures put in place within the workplace.

Managers

Managers must:

- Ensure employees are aware of all workplace expectations for conduct and performance.
- Manage employees effectively, providing ongoing and constructive feedback on work performance and workplace conduct.
- Ensure employees are aware of and then consistently enforce workplace policies and procedures.
- Follow and enforce the Progressive Discipline Policy with respect to employee performance and workplace concerns. and
- Maintain appropriate documentation for disciplinary actions.

Appeals

Where an employee feels they have been unfairly disciplined under the progressive discipline framework, they may appeal the decision within 30 days of the disciplinary meeting. Employees must provide solid evidence of the unfair disciplinary measures enacted or provide proof that the concern being disciplined for did not occur as described. Management will review all appeals within a timely manner and provide the employee with a written response to the appeal, including the outcome of the appeal.

**2 Adherence to the progressive discipline process by an employer provides for a just course of discipline and the opportunity for the employee to improve their conduct and behaviour. In doing so, the employer can make a strong case for the justification to terminate an employee with cause. However, it must be noted that a termination with cause is subject to scrutiny and/or review by third parties (i.e., the Ministry of Labour, Arbitrator, Court, etc.) and adhering to this policy does not guarantee that said third party will stipulate termination with cause was proper or merited.*

**3 Certain egregious employee behaviours or actions have traditionally provided just cause for immediate termination. However, it must be noted that a termination with cause is subject to scrutiny and/or review by third parties (i.e., the Ministry of Labour, Arbitrator, Court, etc.) and adhering to this policy does not guarantee that said third party will stipulate termination with cause was proper or merited.*

Purchasing Policy

Goals

1. To ensure openness, fairness, and transparency while protecting the financial best interests of the Quinte Conservation Authority (QCA).
2. To set out guidelines for QCA to ensure that the total cost of all purchases of materials, supplies and services provide the lowest total costs, including lifecycle costs that are consistent with the required quality, service, product delivery, efficiency, and effectiveness.
3. To promote and maintain the integrity of the purchasing process and protect the Board, vendors and staff involved in the process by providing clear direction and accountabilities and by reviewing the policy every five years or earlier to evaluate its effectiveness.

Principles

Accountability

Staff authorized to undertake purchasing functions on behalf of the QCA should always be cognizant of their responsibility to the Board of Directors, funding partners and other members of staff.

All Costs Considered

In evaluating bid submissions from responsible and responsive bidders all purchasing shall be completed in a manner which considers all costs, including acquisition, operating, residual and disposal costs rather than a manner which bases a decision solely on the lowest bid price.

Canadian Products

Preference may be given to the purchase of Canadian Goods and/or Services and Consulting Services when all else being equal, it is reasonable in the circumstances to do so.

Confidentiality - Where requested by people responding to requests for proposals, confidentiality concerning the proposal or quotation will be maintained. Once a contract award is made, any report or documentation concerning such award shall become a matter of public record. Any proprietary information contained within a proposal or quotation will be subject to MFIPPA.

Cooperative Purchasing

Where the best interest of the QCA will be served, the QCA may participate with other Conservation Authorities, other Governments or their agencies or public authorities in cooperative purchasing ventures or joint contracts.

Efficient/Effective Purchasing

Staff will procure the necessary quality and quantity of goods and services, including professional and technical consulting services in the most efficient and cost-effective manner feasible.

Exemption from Procedure

The CAO may request an exemption from any procedure outlined in this Policy by obtaining approval from the Board of Directors through a motion recorded in the QCA minutes.

Fairness

Procurement decisions shall be based on fair and objective evaluation criteria, giving equal opportunities to qualified suppliers and contractors. Potential conflicts of interest shall be identified and managed appropriately to ensure fairness throughout the procurement process.

Occupational Health & Safety

All contractors required to do work for the QCA will be required to comply with the Occupational Health & Safety Act.

Sustainability Ethic

The QCA will procure necessary goods and services with due regard to the preservation of the natural environment, will encourage vendors to supply goods made by a method resulting in the least damage to the environment and vendors will be encouraged to supply goods incorporating recycled materials where possible.

Unsatisfactory Proposals

Proposals or quotations which do not meet the specifications, terms or conditions may be rejected.

Value for Money

Procurement decisions shall aim to achieve the best value for money, considering quality, cost, sustainability, and other relevant factors. The life-cycle costs and environmental impacts of procurement choices shall be assessed when applicable.

Definitions and Interpretations

Authorized Buyers

Those senior staff members or designated buyers purchasing goods and services on behalf of the QCA.

Bid

An offer or submission from a vendor in response to a request for quotation, tender or proposal, which is subject to acceptance or rejection.

Board of Directors

All those members appointed by the member municipalities to act as representatives to the QCA and subsequently form the Board of Directors for the QCA.

Contract means a binding agreement between two parties.

Contractor

The party responsible for providing the service.

Disposal

An act through which QCA gives up title to real property, and includes a sale, a gift, or the discarding of an item for purposes of this policy, excluding land.

Goods and/or Services

Any one or more of: supplies, materials, maintenance, and service contracts.

Non-Responsive Bids

Bids which are late, illegible, unsigned, do not contain a deposit or are in any other way incomplete shall be rejected as non-responsive.

Proposal

An offer from a vendor in response to a request for proposal, acceptance of which may be subject to further negotiation.

Purchase Order

A written offer to purchase goods and/or services or a written acceptance of an offer submitted in an approved form sent to the accounting department.

Quotation

An offer from a bidder to buy or sell goods and services at a specified rate or price.

Signing Officer means persons authorized with the bank to sign cheques or legal contracts on behalf of the QCA. Currently QCA's authorized signing officers are the Chair, Vice-Chair, Chief Administrative Officer, and Corporate Services Manager.

Tender

An offer received from a supplier of goods and/or services in response to a formal request for tenders, the acceptance of which will result in the formation of a bidding contract between the QCA and the person submitting the tender.

Purchasing Limits and Authorization

For purchases of goods and/or services where delivery is expected over a long period of time, or at irregular intervals (under contract, blanket, or open orders), the purchase amount is deemed to be the total estimated cost for the contract period. In addition, purchases should not be subdivided to affect purchasing limits. Excludes utility services such as hydro, gas, phone, and internet.

Dollar amounts are the total cost before taxes.

Purchase Orders will only be used when specifically requested by staff or the vendor. On all other purchases, the invoice will be approved directly in accordance with limits.

Purchases less than \$1,000:

- No quotations required.
- Approval of the Program Supervisor is required.

Purchases between \$1,000 and \$10,000:

- Competitive quotes are preferred, but not required if Policy Goals are adhered to.
- Approval of the Department Manager is required.
- Approval of the CAO is required if the expenditure was not originally included in the approved annual budget for the QCA.

Purchases between \$10,000 and \$100,000:

- Three written quotations required and retained on file for audit purposes. When three quotations are not available the reasons must be documented.
- Reasons for accepting other than the lowest quotation must be documented and retained on file for audit purposes.
- Approval of the Department Manager and the CAO is required.

- Approval of the Board of Directors is required if the expenditure was not originally included in the approved annual budget and/or asset management plan for the QCA.

Purchases \$100,000 and above:

- Goods and/or services exceeding \$100,000 must be obtained by public bid process.
- The appropriate Department Manager is responsible for preparing the bid package, including detailed terms of reference, and specifications where appropriate.
- Bids must be routed to the appropriate Department Manager or his/her designate who will log and safeguard all bids received.
- Bids shall be opened in the presence of a Bid Opening Committee comprised of the Department Manager, CAO, one additional staff person at the level of senior staff and an administrative support person.
- Approval of the Board of Directors is required before awarding of the successful bid and a motion to approve must be recorded in the QCA's official minutes.
- Reasons for accepting other than the lowest bid must be documented.
- A summary of the bids and the reasons for accepting other than the lowest bid must be retained on file with the CAO for post-audit purposes.
- QCA Signing Officers shall sign the appropriate documents as required.

Use of Corporate Credit Cards

The use of corporate credit cards issued to staff provides the following benefits:

- Efficient, flexible, and convenient means for purchasing low value goods and services;
- Replaces costly labour intensive and paper-based processes;
- Speedier order fulfillment resulting from immediate supplier payment;
- Empowerment of employees;
- Reduce the need for petty cash; and
- Avoids employee out of pocket expenses for business purposes.

Corporate credit cards are not intended to avoid or bypass appropriate purchasing or payment procedures, but to complement existing procedures. Corporate credit cards are issued to the CAO and Department Managers. Credit cards issued to other staff will be approved by the CAO based on a recommendation by the respective Department Manager. Credit limits for all cards will be determined by the CAO.

All credit cards have a unique number and will be issued both in the name of the QCA and the name of the employee who has been authorized to use the card. The card is not transferable to, or to be used by, any other person including other employees.

Cardholder responsibilities include:

- Using the credit card in accordance with the guidelines set out in this policy;
- Security of the card and ensuring that documents bearing the card number are kept in a secure location with controlled access;

- Taking every precaution to avoid unauthorized use of the card. The credit card number must not be faxed or emailed at any time and the credit card number is only to be provided for internet purchases if it is known to be a secure site;
- The cardholder must immediately notify the CAO if the credit card is lost or stolen;
- Obtaining original receipts for each purchase;
- The Cardholder is responsible for the vendor search and selection, product/service specification, quality, quantity, price negotiation and resolving any problems arising from the purchase including returns and disputed charges;
- Upon transfer of position with QCA or termination from QCA, the cardholder shall return the credit card to the CAO for immediate cancellation of the card.

Prohibitions of the Purchasing Policy

Employees must not:

- Acquire any goods and service for personal use through false representation of QCA;
- Purchase or offer to purchase, on behalf of QCA, any goods and services, except in accordance with this policy;
- Knowingly cause, permit, or omit anything to be done or communicated to anyone which is likely to cause any potential vendor to have an unfair advantage or disadvantage in obtaining a contract/agreement for the supply of goods and services to QCA or any other public agency or public body involved in the purchase of goods and services either jointly or in cooperation with QCA;
- Knowingly cause, permit, or omit anything to be done which will jeopardize the legal validity or fairness of any purchase of goods and services under this policy, or which might subject QCA to any claim, demand, action or proceeding as a result;
- Purchase or offer to purchase on behalf of QCA, any goods and services from an 'associate' or QCA staff member, unless the extent of the interest of such employee has been fully disclosed and the purchase has been approved by the CAO. In the case where the purchase or offer to purchase is being made by the CAO, approval by the Chair is required.
- For the purposes of this policy, the term 'associate' of an employee means:
 - i. Any partner of the employee;
 - ii. Any trust or estate in which the employee has a substantial beneficial interest or as to which the employee serves as a trustee or in a similar capacity;
 - iii. Any relative of the employee or member, including common-law relationships;
 - iv. Any corporate body of which the employee beneficially owns, directly or indirectly.
- QCA will not purchase or accept bids/proposals from, nor enter into contracts/agreement, nor extend a purchasing agreement or contract/agreement, with any party or contractor with whom the QCA is engaged in unresolved litigation.

Disposal of Surplus Goods

The CAO or designate shall have the authority to sell, exchange or otherwise dispose of goods declared as surplus to the need of the QCA and where it is cost effective and in the interest of the QCA to do so, items or groups of items may:

- Be offered to other public agencies;
- Be sold by external advertisement, formal request, auction, or public sale; and/or
- Be advertised internally to employees for sale and sealed bids will be received with award to the highest bidder.

Obsolete or surplus goods may be sold or traded to the original supplier or others in that line of business where it is determined that a higher net return will be obtained.

A reserve price may be established where it is deemed appropriate.

The disposal of goods must be in accordance with current environmental procedures and in a responsible manner. A recommendation for safe disposal shall be obtained from the QCA's Joint Health and Safety Committee prior to disposal of hazardous materials.

If all efforts to dispose of goods by sale are unsuccessful, the appropriate manager responsible for the goods will be directed to dispose of such items in an appropriate manner and document the disposition.

Social Media

Quinte Conservation strives to maintain a positive image on our social media platforms. We are committed to preventing any harm to the organization, its employees, clients, or other involved parties that can arise if social media channels are misused, misrepresented, or abused in a way. The purpose of this policy is to outline the expectations we have of our employees when it comes to social media use that is associated with our organization.

Definitions

“Social media” means any online websites, communities or social networks that allow users to create and share content, opinions, interests, and other information such as Meta (Facebook, Instagram), LinkedIn, YouTube, X (Twitter).

Policy

Quinte Conservation is very thoughtful about its branding. The organization and its employees must work together to ensure Quinte Conservation is represented in a positive manner on social media. As such, only designated representatives are permitted to speak on behalf of Quinte Conservation on social media.

Employees who link themselves to Quinte Conservation on social media by commenting on or about or liking or sharing information regarding Quinte Conservation, must use professionalism and respect.

The following guidelines have been established to protect Quinte Conservation, and must be adhered to by employees:

- The use of personal social media on company time is not permitted, unless on approved breaks or as a function of the employee’s job duties.
- Quinte Conservation has a zero-tolerance policy for any form of discriminatory comments based on gender identity, race, age, religion, ethnicity, sexual orientation, disability, or any other legally recognized protected status.
- Quinte Conservation has a zero-tolerance policy for online bullying or other threatening behaviour.
- Sensitive financial, operational, legal or client data or information is not permitted to be shared on social media.
- Employees must recognize that this policy applies to not only company directed social media actions but also personal use of social media regarding anything that may harm or damage the organization.
- Employees are encouraged to associate themselves to the organization on social media but may not act as official representatives (or speak on its behalf) unless authorized by the organization or management.

- The company's social media may not be used to promote personal blogs, websites, or services as this is a conflict of interest and is not permitted.
- Use common sense when posting. Where there is doubt about the appropriateness of a post and how it may be viewed by others, do not post it until the content has been approved by your manager or supervisor.
- If something inappropriate/ not permitted does get posted by you or someone else, immediately delete the post, if possible, and consult your manager/supervisor immediately in case further action is required to mitigate the situation.

Non-Compliance

Failure to adhere to the guidelines set out in this policy may result in disciplinary action, including termination.

Travel and Expense Policy

Policy

An employee, when authorized to travel on normal duty or when authorized by the CAO or the supervisor to attend conferences, meetings, courses of instruction, and trips of similar nature shall be entitled to reimbursement for expenses as follows:

- Kilometre rate at the approved rate of the Authority when using a private vehicle, or fares for public transportation.
- Reasonable out of pocket expenses while traveling outside of the watershed including accommodation, meals, and gratuities (excluding alcohol).
- Taxi fare, telephone expenses, and parking charges.
- Registration or other fees.
- Such incidental expenses not covered herein as may occur occasionally.

Meal costs incurred as part of routine work responsibilities within the watershed are not eligible for reimbursement unless authorized by the CAO or Supervisor. Employees should make every effort to use an Authority vehicle while traveling on Authority business when reasonable. If an Authority vehicle is not available, they may then use their personal vehicle, subject to the section above.

Receipts

Expense claims shall be supported by itemized receipts for accommodation, transportation, registration fees and meals, and signed stating that expenses were incurred on Authority business. Receipts must include the suppliers name, an itemized listing of the expenses, HST registration number and HST amount. Entertaining guests for Authority official business, the names and titles of guests must be included in the receipts. Expenses incurred out of the country shall be shown separately and the premium on foreign currency calculated on the total of such expenses.

Original receipts are required for reimbursement of all expenses. Receipts must be accompanied by a summary which outlines:

- The nature of the expense.
- The names of the individuals involved.
- The purpose for the expense.

Expense summaries must be submitted with receipts and approved by Management. Expense claims that do not follow this two-step level of approval will not be processed and could result in delay of payment.

All expenses and summaries must be submitted within 30 days of incurring the cost for payment.

Expense Submission and Payment Guidelines

Employees may submit expenses up to 1 time per month.

- 1st day of the month for payment on the 15th of the month.
- 15th of the month for payment on the last day of the month.

Reimbursable Expenses

The following types of expenses, if incurred in compliance with this Company policy and while on Quinte Conservation research business, may be submitted for reimbursement:

- Air travel
- Airport taxes
- Baggage fees
- Business entertainment
- Car rental
- Mileage pursuant to Company business
- Printing services (for business purposes)
- Hotel accommodations
- Laundry and valet services (trips over 5 working days)
- Meals
- Public transportation (railroad, bus, business use of personal vehicle taxi/shuttle/Uber/Lyft)
- Reasonable tips/gratuities
- Business telephone calls
- Tolls and parking

Non-Reimbursable Expenses

Personal expenses while travelling are not reimbursable by Quinte Conservation. The following is a partial listing of items that are considered non-reimbursable:

- Dues to airline clubs
- Beverages containing alcohol (any personal purchase is recommended to be placed be on a separate bill)
- Fines for traffic violations while on Company business
- Damages to an employee's vehicle while on Company business
- Loss of personal property while on Company business
- Loss of cash advance, Company paid airline tickets, or personal funds.
- Excess personal baggage
- Cost of personal credit cards
- Purchase of liability insurance coverage on car rental agencies U.S. and Canada only
- Any expenditures on behalf of a terminating or transferring employee.
- Purchase of life insurance during travel
- Other incidentals such as newspapers, toothbrushes, haircuts, and other products and services that would normally be expected to be consumed by the individual while not on business.
- Movies, mini bar charges or other in-room entertainment
- Expenses for failure to cancel transportation or hotel reservations when appropriate notice period is provided.
- Medical expenses (other than emergency care)

If you are unsure if something is eligible, err on the side of caution and obtain approval from your manager prior to incurring any costs.

Air Transportation

To optimize cost savings for Quinte Conservation, employees should make every effort to book the lowest fare available. Travel itineraries are based on, and in order of: Non-stop routes, Quinte Conservation's preferred carriers, lowest possible fare available at time of booking. In some cases, the cost of a layover may be more economical for the company than a non-stop flight. Please discuss this option with the project lead prior to booking.

Booking of your air travel should always be done using a Quinte Conservation credit card. Quinte Conservation encourages all employees to purchase their tickets in advance whenever possible. We understand that there are many times when this is not possible but, in those times, when fieldwork, a meeting, conference or trade show is scheduled in the future, we suggest that you purchase airline tickets for those events early.

It is the policy to minimally book air travel 7 days prior to departure. Booking 14 days or 30 days prior to departure is recommended to optimize savings. Unused or partially used airline tickets must be returned for refund/credit within one week of trip cancellation or trip completion.

Employees may elect to upgrade travel class at any time if they personally pay the cost difference between the class fare on their ticket and the class fare desired.

Car Rentals and Personal Vehicle Use

The employee is expected to use their best judgement when selecting the method of transportation to select the most economic means of transportation.

While employees may use their personal vehicles on business trips, such factors as the employee's auto insurance coverage and potential loss of working time should be considered. Employees using their personal vehicle on Company business should carry at least \$100,000 / \$300,000 / \$25,000 liability and personal property coverage. In such situations, the employee will be reimbursed for actual mileage:

- Round-trip, home/office to destination
- From hotel to the facility being visited and return daily

The employee will be reimbursed for the total mileage incurred at the normal reimbursement rate as then currently published by the CRA and Internal Revenue Service.

When the choice to use an employee's personal vehicle for the week would result in 30% or more in mileage fees than renting a car, the employee must rent a car.

For example, if the employee needs to be on-site for 5 days of the week and the round trip is 100km each day, they would be eligible to receive \$275 in mileage expenses. However, they could book a rental for \$120 and accounting for \$50 of gas expenses for the week, they would be saving \$105 (or 38%). Please speak with the CAO for approval if you wish to use your personal vehicle.

Employees may elect to upgrade car classes beyond the authorized Compact size at any time if they personally pay the cost difference between the compact car rate and the desired car class. Time permitting, refuel the rental car before returning it to the rental company.

Code of Conduct – Car Rentals and Personal Vehicle Use

- Employees who request to use the Company vehicle, while attending company business, shall submit proof of a valid Ontario driver's licence prior to each use.
- Unauthorized use of the vehicle, use of the vehicle other than approved business purposes, illegal use/actions or other situations that ought to reasonably be known to be wrong may result in discipline, up to and including termination of employment.
- Employees must declare to Quinte Conservation any current driving convictions or penalty points received.
- Quinte Conservation reserves the right to inspect driving licences of staff on a regular basis.
- If an employee incurs a driving fine, including parking tickets, the responsibility for paying these fees rests with the employee.
- Disciplinary action may be initiated for employees who incur fines or penalties that are not declared or not paid.
- For Health and Safety reasons, employees are strictly prohibited from smoking in a Company or Rented Car, or their own car when being used for business purposes and/or carrying a passenger.
- Drivers are strictly prohibited from using mobile telephones (other than when using appropriate hands-free equipment) in company or rented cars, or their own vehicles while conducting Quinte Conservation business. Drivers are advised to switch to a message service and/or pick up messages when taking breaks from driving.

Ride Sharing and Taxis

Ride sharing services such as Uber and Lyft are to be prioritized to minimize car service costs versus taxis. It is recommended that these services be utilized when taking an Uber or Lyft is less expensive than using the employee's personal or rental vehicle when parking fees are considered.

Limousines are not an approved source of transportation for business purposes. If employees use this service, they must pay the premium of using this service versus a similar trip using Uber/Lyft.

Public Transit

When the use of public transit is required, e.g., an employee who does not possess a driver's license or in dense urban centers where public transit has the potential to save hours of commute time, public transit presents a viable means of transportation. If public transit is to be used, receipts must be produced to be reimbursed. As with all expenses, in the absence of a receipt, Quinte Conservation is not required to reimburse these expenses.

Parking and Tolls

Reimbursement is provided for necessary and reasonable expenditures on parking, as well as tolls for bridges, ferries, and highways, when driving on Quinte Conservation business.

Employees should avoid taking toll roads whenever possible; however, full-time employees may use Highway 407 Express Toll Route (407 ETR) or similar when the use results in significant savings in staff time or mileage. Prior supervisory approval must be received. Copies of the 407 ETR invoice must accompany the employee's expense form to be reimbursed for toll charges incurred when driving a private vehicle. Bridge, ferry and highway tolls and necessary parking fees paid while driving on Quinte Conservation business will be reimbursed provided detailed receipts are obtained and submitted as required.

Traffic violations and parking fines are the responsibility of the employee who was using the vehicle at the time the fine was incurred. No employee will be reimbursed for penalties levied in respect of traffic violations.

Hotel Accommodations

Should there be a Quinte Conservation client hotel in the area and with which we have prior arrangements, this client hotel should be used for accommodation. Notify your supervisor in advance of the intention to use the hotel.

Employees staying one week or longer should inquire about weekly/long term discounts.

Laundry and valet expenses are normally not allowed on trips of five working days or less. However, if laundry and valet expense is justified for business reasons in connection with trips of five working days or less, please seek approval from your manager and an explanation should be enclosed with the expense report.

Should the employee need to change or cancel the reservation, it is the employee's responsibility to cancel the reservation in sufficient time to avoid the charge for guaranteed late arrival by calling the hotel directly.

Personal Meals

Employees must keep receipts for forwarding them to Management support for reimbursement requests. If an employee has taken a client out to eat, the employee must write the client's name on the back of the receipt's face so that it is readable when scanned and sent to your immediate Supervisor.

If an employee travels with a spouse, partner, girlfriend, or boyfriend, the employee is financially responsible for their meals. If they appear on the employee's account, the employee should notify Management immediately so that they can adjust the expenses accordingly.

Reimbursement will not be provided for meals already included in the cost of travel, accommodation, seminars, or conferences (e.g., breakfast included in hotel stay, meals on airplanes, etc.).

Tips/Gratuities

You may be reimbursed for reasonable gratuities for porter, hotel room services, meals, and taxis. Keep a record of gratuities paid and where possible obtain a receipt that includes the amount of the tip.

Examples of reasonable amounts for gratuities include:

- 15% of a taxi fare or meals
- \$2-\$5 for housekeeping for up to two nights in a hotel, up to \$10 for a longer stay

Telecommunications

With prior approval, you may use your cell phone for business purposes and be reimbursed for charges incurred. Speak with a member of the management team to determine what is covered in your cell plan and how Quinte Conservation wishes to handle long distance or roaming charges.

Wherever possible, you are expected to use the least expensive means of communication, such as internet access through the local network. If you are away on company business, reimbursement will be made for:

- Reasonable, necessary personal calls home for each night away
- Business calls
- Internet connections and computer access charges
- Word processing, printing, and photocopying services

Receipts will be required for all expenditures requiring reimbursement including detailed cell phone bills itemizing the charges. Reimbursement of personal calls while travelling will be limited to calls to the family home. These calls should be kept to a minimum (not to exceed one call in a 24-hour period) and identified on the expense reports as "Phone-Home".

Advances

In extenuating circumstances, Quinte Conservation can provide an advance for travel expenses. Advances are kept to a minimum and limited to unusual circumstances, as most travel expenditures should be booked using the Quinte Conservation credit card.

Use of Technology

Employees are expected to use company computers, email, technology and access the internet for employment purposes only. Employment purposes refers to duties required as outlined in the employment agreement, job description or as directed by the organization. Limited, occasional, or incidental use of the organization's network for personal activities are acceptable, provided the privilege is not abused. The employer reserves the right to monitor employee company emails and computer use, which includes internet use.

Employees may use company computers, technology and access the internet for appropriate personal use on designated breaks, lunch, and off-work times. Any activity that reflects negatively on the organization, poses a danger to the equipment, organization, or others or conflicts with other company policies will not be permitted.

Restricted comments and/or behaviours may lead to discipline, up to and including termination, and could lead to criminal or civil action against an employee.

Employees are responsible for the use and security of the company computer, including email accounts, and/or technology assigned to them. Employees should use appropriate passwords and protections and ensure their computer is secured when unattended.

Restricted Use – Company Computers, Email, and Internet

- Personal use during work time, including personal emails, unless otherwise authorized to do so.
- Internet sites which are deemed to be inappropriate will not be permitted to be accessed and will be subject to discipline. Examples, pornographic websites, blocked websites, potentially harmful websites, etc.
- Company email must only be used for employment purposes. Emails will only be sent or received to and from people as required for employment purposes.
- Company email is subject to the organizations' policies: Workplace Violence, Harassment and Discrimination, Appropriate Workplace Conduct and Confidentiality.
- If an inappropriate email or link is received, it must be deleted immediately, and the email must be reported if sent internally. If the email is forwarded you will be subject to appropriate discipline.
- Downloading files, music, videos, pictures, etc. not required for employment purposes.
- Conducting unapproved business for any alternate sources of employment, compensated or otherwise, or for any home-based business at any time.
- Shall not install or run security programs or utilities unless specifically instructed to do so.
- Employees must comply with copyright and licensing restrictions on any information which has been downloaded or is protected by the organization.
- Employees are prohibited from using protected materials (copyright material, branding and/or logo(s) without prior express written permission.
- Allowing others who are not authorized users to access and utilize company equipment or software.

Working from Home

Some employees of Quinte Conservation participate in remote work or working from home arrangements. The intention of this policy is to outline parameters of working at home to ensure safety and success for both the employee and the organization.

Definitions

“Remote work” means working from a home or from another location rather than being required to go to the physical workplace of the employer.

“Intellectual property” includes intangible creations of the human intellect such as copyrights, patents, trademarks, and trade secrets. For the purposes of this policy, it also refers to any content, project or idea created for the employer by an employee.

Policy

Quinte Conservation understands the unique challenges and benefits faced by the organization and our employees when employees are working from home. Quinte Conservation has safeguards in place to ensure the safety and well-being of our employees and the protection of company and client information.

Employees may only work from home with prior approval of the CAO and their supervisor or manager.

Formal and/or Hybrid Working from Home Arrangements

Quinte Conservation may provide the employee the option to either work from home full-time or work in a hybrid model, both from home and work. The opportunity provided by the employer is considered temporary and will be reviewed on a regular basis. In no way does a full-time working from home or hybrid schedule form a basis, expectation, or condition under the employee’s employment agreement. The employer reserves the right to amend your schedule, place of work and/or require you to return to work full time at any time and reason at the sole discretion of the employer.

Employer Responsibilities

- Provide relevant health and safety information and plans to ensure the employee’s safety while working from home including but not limited to ergonomic safety, fire safety, and working alone, and ensure employees are following these expectations.
- Set clear expectations surrounding duties, expectations, and deadlines as well as the importance of taking scheduled breaks.
- Provide the necessary information and equipment the employee requires to complete their duties and maintain client and company information safely and confidentiality.

Employee Responsibilities

Employees are expected to:

- Be working during the times set out in their employment contract, taking breaks as outlined.

- Maintain contact with the office and keep managers informed about the status of projects and any issues that arise.
- Behave in a professional, respectful, and courteous manner at all times when representing the organization, whether by phone, email, or any other internet platform or communication channel
- Follow the health and safety guidelines provided from the employer for setting up a safe working environment at home including but not limited to office ergonomics, fire and electrical safety, and violence and harassment.
- Immediately report any health and safety accident or incident to the employer, just as they would at the office so that it can be followed up on and investigated as required.
- Ensure all computers, devices and operating systems are set up according to the specifications of Quinte Conservation
- Ensure all confidential or proprietary information is secured using appropriate online security features such as closed internet connections, firewalls, or encryption, or in locked filing cabinets. Employees must report any security breaches to their supervisor immediately.
- Ensure all physical property loaned by the company is maintained in good working order and notify management immediately in the event any equipment is broken, damaged, lost or stolen.

All property of Quinte Conservation, including physical property and intellectual property, remains the property of the organization and must be returned to Quinte Conservation at the end of the working from home arrangement or the end of the employment relationship, whichever occurs first.

Any employee who fails to comply with the responsibilities outlined in this policy may have their working from home privileges revoked, or be subject to disciplinary action, including termination of employment.

Appendices

Acknowledgement

My signature below indicates that I have received a copy of Quinte Conservation's Policy Manual.

I acknowledge that I have read and understood the policies and procedures outlined within this manual.

I also understand that Quinte Conservation may revise, supplement, or rescind policies, procedures or benefits described in the manual, with or without notice.

I further understand that this manual does not supersede any employment legislation and in the case of a conflict between a policy and the legislation, the legislation shall prevail.

I understand that I must contact my manager/supervisor if I have any questions or do not understand the contents of any of these policies as I am required to follow their guidelines.

Signed,































Print Name: _____





















Signature: _____

Date: _____

Compliance Chart

The following policies are required for an organization of your size.

Key Legislated Compliance Policy Areas		Notes
	Accessibility (AODA) - Include information on all standards that have come into force	 HR Covered has provided this policy
	Pay Equity (Pay Equity Act) - Required if 10+ Employees	 HR Covered has provided this policy
	Statement of Human Rights Commitment (Ontario Human Rights Code)	 HR Covered has provided this policy
	Smoke Free Workplace (Smoke Free Ontario Act)	 HR Covered has provided this policy
	Protection of Personal Information - Must be equivalent to PIPEDA	 HR Covered has provided this policy
Key Legislated Health and Safety Areas		Notes: Other H&S Policies will be provided in a separate OHS Manual
	General Health & Safety Statement - Signed by Upper Management	 HR Covered has provided this policy
	Workplace Anti-Harassment and Discrimination Policy and Program - Includes psychological harassment/bullying	 HR Covered has provided this policy
	Workplace Anti-Violence Policy and Program - Includes domestic violence	 HR Covered has provided this policy
Key Employment Standards Policy Areas		Notes
	Disconnecting from Work - Required if 25+ Employees	 HR Covered has provided this policy
	Electronic Monitoring - Required if 25+ Employees	 HR Covered has provided this policy
	Protected Leaves for Employees Employment Standards Act (ESA)	 HR Covered has provided this policy
	Hours of Work and Overtime	 HR Covered has provided this policy
	Public Holidays (Stat Holidays)	 HR Covered has provided this policy
	Vacation	 HR Covered has provided this policy
	Hiring - Include accommodation statement (AODA requirement)	 HR Covered has provided this policy
	Termination - Always consult the ESA or call your HR Manager with questions	 HR Covered has provided this policy
Key Common Law or Conduct and Discipline Policies		Notes
	Absenteeism and Attendance	 HR Covered has provided this policy

	Code of Conduct or Ethics	 HR Covered has provided this policy
	Confidential Company and Client Information	 HR Covered has provided this policy
	Dress Code and Hygiene	 HR Covered has provided this policy
	Drugs and Alcohol/Fitness to Work - Includes substance abuse, duty to accommodate, cannabis, investigation procedure	 HR Covered has provided this policy
	Drugs and Alcohol Reasonable Suspicion Checklist	 HR Covered has provided this policy
	Performance Assessment	 HR Covered has provided this policy
	Progressive Discipline	 HR Covered has provided this policy
	Social Media - Recommended during this day and age	 HR Covered has provided this policy
	Use of Technology	 HR Covered has provided this policy
	Working from Home	 HR Covered has provided this policy



Quinte Conservation

Health and Safety Policy and Process Manual

May 2024

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Health and Safety Statement

Quinte Conservation adheres to the requirements set out in the Occupational Health and Safety Act, at minimum. This includes promoting health, safety, and well-being awareness, providing information, training, and competent supervision to employees about specific work tasks, ensuring employee participation in health and safety initiatives, and monitoring safety hazards on an ongoing basis.

Quinte Conservation places the health, safety, and well-being of all workers and volunteers as its highest priority. We understand the organization holds the highest responsibility for the safety of the workplace and will take all steps needed to provide a healthy and safe working environment.

However, managers, supervisors, employees, and volunteers are all accountable to work together to always uphold their own health and safety and that of others. Managers and supervisors must train their workers appropriately, make sure working conditions are safe, and monitor that employees are following safe work practices and procedures.

Employees and volunteers must do their part by implementing all safety training and practices of Quinte Conservation, staying vigilant about their environment, and reporting any health or safety concerns to management or the health and safety committee right away. They are also encouraged to participate in health and safety initiatives at any time.

We must all remain committed to keeping each other safe and healthy in every way possible. At Quinte Conservation, we look forward to working together to do just that.

Signature:

Date:

About These Policies

This policy manual serves as the foundation of Quinte Conservation 's Health and Safety Program. As our organization grows, our health and safety program should grow and evolve.

Maintaining a safe workplace is instrumental in ensuring our workplace continues to grow.

At times, the terms and provisions of this program may need to be amended. New, updated policies, programs, protocols, and amendments will be put into place as needed to follow the OHSAs legislation and laws.

Compliance with health and safety workplace practices is essential and those who do not comply will be subject to the progressive discipline process. If in doubt about the safe operation of a task or machine, if you haven't been trained on the completion of a task, process, and/or piece of equipment, employees must speak up; safety is always the number one priority!

The internal responsibility system is the basis of the Occupational Health and Safety Act.

The internal responsibility system (IRS) describes how everyone in the workplace is responsible, according to their authority and control, to ensure a healthy and safe workplace.

The purpose of the IRS is to address occupational health and safety hazards quickly and internally, and not rely on external enforcement to maintain health and safety standards. The IRS makes health and safety everyone's job, not something that resides with a single worker, the committee, the government, or a consultant.

A functioning internal responsibility system will:

- Contribute to worksite safety culture
- Establish responsibility sharing and accountabilities
- Support increased self-reliance and improved compliance with applicable laws
- Promote best practices
- Help decrease workplace illnesses and injuries

Roles and Responsibilities

HEALTH AND SAFETY ORIENTATION

POLICY STATEMENT

Quinte Conservation is committed to ensuring that all employees and contractors know their health and safety roles and responsibilities and about any hazards in their work. The Health and Safety Orientation policies, procedures and training activity is designed to ensure employee are provided with the knowledge and practices to stay healthy and safe in the workplace.

This procedure also ensures that we meet or exceed the guidelines set out in the Occupational Health and Safety Act R.S.O. 1990 Reg. 851 and the Canada Labour Code Part 2.

SCOPE

This standard applies to all newly hired, promoted, or transferred employees including managers, supervisors, supplied labour, students (summer/co-op placement), volunteers, returning employees, contract employees and employees returning to work after an extended absence. The health and safety orientation must be completed before the employee begins work.

RIGHTS, ROLES & RESPONSIBILITIES

Employer

The duties of the employer are to:

- Ensure the development, implementation and maintenance of the Health and Safety orientation Program.
- Provide Health and Safety Orientation Training for all new employees.
- Ensure supervisors are completing the health and safety orientation for all their direct reports, contract, and temporary workers.
- Be accountable for the completion of the Health and Safety Orientation by all applicable staff and these results will form part of the yearly evaluation.

Management/Supervisor

The duties of Management/Supervisors are to:

- Ensure that all applicable employees and contract workers have received the appropriate health and safety orientation (both general orientation and hazard-specific training) and the required documentation is available.
- Maintain a record that orientation training has been done.
- Forward completed orientation training records to the Human Resources Department, who will maintain records on file.
- Be accountable for the completion of the health and safety orientation by all applicable staff and these results will form part of the supervisor's yearly evaluation.

Employee

The duties of the employee are to participate in the orientation program as required by this Health and Safety Orientation standard.

Health and Safety Coordinator

The duties of the Health and Safety Coordinator are to:

- Develop and coordinate the health and safety orientation program in consultation with department supervisors. Formal class time (training/testing) and supervision, as required, will form part of the orientation program.
- Annually check orientation procedures to ensure that they are up to date.
- Ensure training programs are identified and implemented as required.

PROCEDURES

The orientation will cover the topics listed below. Also refer to the attached 'New Employee Orientation Form'. The completed form must be signed by the employee's immediate supervisor and delivered to the Human Resources Department.

General Orientation Safety Training

- Health and Safety Policy;
- Rights, Roles and Responsibilities of Workers, Supervisors, Health, and Safety Representatives, and/or Joint Health and Safety Committees under the *Occupation Health and Safety Act (OH&S Act)*;
- Roles of the Ministry of Labour, Workplace Safety and Insurance Board, and Health and Safety Partners
- Right to be informed of hazards;
- How to report existing hazards and potentially unhealthy or unsafe conditions;
- Complete *Workplace Hazardous Materials Information System (WHMIS)* training;
- Emergency Plan;
- Location of Health and Safety Bulletin Board(s)/applicable postings;
- Location of First Aid supplies and First Aid Policy;
- How to report injuries, illnesses and/or diseases;
- Violence and Harassment Policy;
- Ergonomics Awareness/Safe Materials Handling.

Job-Specific Health and Safety Orientation Training

- Hazards specific to the job.
- Latency and illnesses related to occupational disease.
- Personal Protective Equipment.

TRAINING

Orientation training will be coordinated by the Human Resources Department and the Health and Safety Coordinator. The training sessions will be recorded, and copies of any certificates will be kept in the Human Resources Department. To keep employees current in all aspects of health and safety, literature will be provided on all upcoming educational opportunities using bulletin boards, internal memos and/or newsletters. A resource library of information will be kept at the front desk. Posters promoting health and safety will be posted to encourage good safety practices in the workplace.

SUPERVISOR COMPETENCY AND DUTIES

Supervisors are responsible for the health and safety of workers. In fact, supervisors are second only to employers in terms of their legal duties to protect workers from harm.

Under the Ontario Occupational Health and Safety Act (OHSA), a supervisor is someone who has "charge of a workplace or authority over a worker." The term can apply to many people in a workplace, including those in management, on the shop floor, in a bargaining unit, and individuals whose job title does not include the word "supervisor."

The OHSA requires employers to appoint "competent" people as supervisors. This means the supervisor must be:

- Qualified because of knowledge, training, and experience to organize the work and its performance.
- Familiar with the OHSA and its regulations.
- Knowledgeable about any potential or actual danger to health or safety in the workplace

The OHSA also spells out the broad duties of a supervisor are to:

- Provide a safe workplace and assign safe work;
- Tell workers about job hazards;
- Train workers to do their jobs safely;
- Ensure workers work safely and use equipment and protective devices properly where required; and
- Take all reasonable precautions to protect workers from illness and/or injury.

BEYOND THE BASICS

Quinte Conservation's supervisors are not only competent but are also effective. They are required to:

- Educate, observe, guide, motivate and inspire workers;
- Understand, identify, and control risks and hazards;
- Are familiar with applicable standards (CSA, ANSI, etc.);
- Implement the health and safety policy and program;
- Impart the value of health and safety;
- Encourage worker feedback and much more.

TRAINING

Supervisors will be trained on:

- Hazard identification, risk assessment, and control;
- Specific hazards in Quinte Conservation's workplace;
- Due diligence;
- Leadership and coaching;
- Mental health;
- Harassment and sexual harassment;
- Accommodation and return to work.

JOINT HEALTH AND SAFETY COMMITTEE

Quinte Conservation is committed to ensuring the health and safety of all its employees. In pursuit of that, Quinte Conservation will abide by all provincially outlined legislation for the province of Ontario as established by the Ontario *Occupational Health and Safety Act*. Further, Quinte Conservation recognizes that as an employer, it has the greatest level of responsibility to ensure health and safety on its premises.

POLICY

As Quinte Conservation's workforce exceeds 20 or more employees, a joint health and safety committee is required to ensure the health and safety of all individuals on the premises. The committee shall be composed of at least two members when the number of employees is between 20-50 and at least four members when there are more than 50 employees in the workplace.

At least half of the members on the health and safety committee will not exercise any managerial/leadership duties. The members of the committee shall be chosen by the rest of the employees. At Quinte Conservation, the Corporate Services Manager is the management representative.

The management representative and the employee representative chosen by the rest of the employees are the co-chairs of the committee. They will be certified and trained as per the Ontario *Occupational Health and Safety Act*. Their time spent in training will be considered work time and they will be compensated at their regular rate of pay. Quinte Conservation is responsible for the costs incurred by the training program. If one or both co-chairs leave Quinte Conservation, they shall be replaced, and their replacement(s) trained as soon as reasonably possible.

The following are the powers of the committee under the *Occupational Health and Safety Act*:

1. Identify situations that may pose danger or a hazard to employees;
2. Provide recommendations to Quinte Conservation on ways to improve safety in the workplace for employees;
3. Make recommendations regarding establishing, maintaining, and monitoring any health and safety measures, procedures, or programs to Quinte Conservation;
4. Request and be provided information from Quinte Conservation about:
 - Identifying potential or current hazards involving materials, processes, equipment, and
 - Examples of safe work practices and health and safety standards in either similar industries, or businesses that are known to Quinte Conservation.
5. Be provided information by Quinte Conservation about any tests regarding health and safety in the workplace (could be related to machinery, equipment, chemical or physical agent, material, or biological element, etc.);
6. Be present at and be consulted about any testing in the workplace, as necessary.

Co-chair Powers

In the event the committee does not reach a consensus, the co-chair(s) have the power to provide written recommendations to Quinte Conservation. These recommendations shall be responded to within 21 days of their receipt. The response will include when the recommendation will be implemented when Quinte Conservation agrees with the recommendation and reasons why when the recommendation is disagreed with and/or not accepted.



Committee Meetings

The health and safety committee will meet every three months, at minimum. Minutes will be taken at each committee meeting and then retained in the event of an inspection or examination.

Members of the committee are entitled to at least an hour to attend the quarterly meetings as well as paid time to complete any work ahead of or following the meeting. Committee members will not be expected to complete this work on their own time and are working when they are completing health and safety duties.

Inspections

One of the members of the committee will be required to complete monthly health and safety inspections. The committee is required to establish a schedule for the completion of these inspections.

When possible, it should be the certified co-chair who completes the inspection, but the co-chair is not required to complete every inspection. Quinte Conservation will ensure that the member completing the inspection has sufficient time to complete it. These inspections shall be kept on file. If the member requires information and/or assistance in completing the inspection, they shall be provided with it.

If any hazards or dangers are noted during the inspection, the committee member must inform the committee of their findings and the committee must discuss this information as soon as reasonably possible.

In the Event of a Critical Injury or Death

If a critical injury or death occurs, a member will be required to investigate and inspect the place where the accident occurred (including if a machine, device, or thing was involved). Following the inspection, the member is required to present their written findings to the Chief Administrative Officer (CAO) and to the committee.

Quinte Conservation must also provide a written report within 48 hours to the Ministry of Labour, Immigration, Training and Skills Development about the incident.

Posting Committee Members' Names

Quinte Conservation will post the name of the members of the committee, as well as their work departments in an accessible location so that all employees are aware of who is on the committee.

DUTY OF PERSONS DIRECTING WORK

Quinte Conservation recognizes its obligation to keep its employees safe from harm. As an organization, we further understand that the people who supervise or direct the work of others have a legal duty to keep those workers safe from harm.

Quinte Conservation will educate and train all persons directing work to ensure they understand their obligations under the law to protect fellow workers.

SCOPE

As per the Canadian Centre for Occupational Health and Safety (CCOHS), the provisions of section one of the Criminal Code of Canada affect all organizations and individuals who direct the work of others, anywhere in Canada.

DEFINITIONS

Person directing work - means anyone who undertakes, or has the authority, to direct how another person does work or performs a task according to section 217.1 of the Criminal Code of Canada. It not only applies to persons with the title of supervisor or manager but anyone acting in that capacity, even temporarily.

POLICY

Quinte Conservation understands that the Criminal Code of Canada establishes that people who direct the work of others have a legal duty to take reasonable steps to ensure the safety of workers and the public. This means they can be held criminally responsible for failing to take reasonable steps to prevent bodily harm to the person whose work they are directing, or any other person, arising from that work or task.

Employer Responsibilities

Quinte Conservation will take every precaution reasonable in the circumstances for the protection of workers from illness and injury. This includes:

- Keeping a safe and well-maintained workplace.
- Providing information and training about the hazards the workplace, proper safety equipment, and competent supervision.

Further, Quinte Conservation will uphold all employee rights under the OHS Act, including:

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

Supervisor Responsibilities

The OHS Act sets out certain specific duties for workplace supervisors. A supervisor must:

- Ensure that workers work in a safe manner and with the protective devices, measures, and procedures required.
- Ensure that any equipment, protective device, or clothing required by the employer is used or worn by the worker.
- Advise a worker of any potential or actual health or safety dangers known by the supervisor.



- Take every precaution reasonable in the circumstances for the protection of workers.
- Ensure all health and safety measures and procedures required by law are implemented and carried out.

Employee Responsibilities

Employees must comply with their duties under the OHS Act to:

- Work in compliance with the OHS Act and its regulations.
- Use or wear any equipment, protective devices, or clothing required by the employer.
- Report to the employer or supervisor any known missing or defective equipment or protective device that may endanger the worker or another worker.
- Report any hazard or contravention of the Act or regulations to the employer or supervisor.



POSTING REQUIREMENTS

The following documents are required to be posted in a conspicuous location in the workplace and/or provided to those working in a home environment:

- Ontario Occupational Health and Safety Act (Green Book);
- A signed and dated copy of Quinte Conservation 's Health and Safety Policy statement;
- An up-to-date copy of the OHS "Health and Safety at Work: Prevention Starts Here";
- Quinte Conservation's Violence and Harassment Policy, including reporting procedures;
- Information for staff regarding hazardous materials in the workplace, as required by law;
- "In Case of Injury" poster published by the Workplace Safety and Insurance Board;
- Emergency Contact List;
- Health and Safety committee members' names and contact information; and
- First Aid training certificate of trained staff member(s).



Inspections and Hazards

INSPECTION AND AUDIT

The purpose of an inspection is to identify actual or potential hazards in the workplace that can lead to an incident.

The purpose of an audit is to evaluate the company's Health & Safety Program against a defined standard in the industry.

DEFINITIONS

Audit - An evaluation of the overall Health & Safety Program and management system. This includes such items as policies, procedures, communication, administration, documentation, education, and training.

Formal Inspection - A documented inspection of the work area(s).

Informal Inspection - A visual inspection of the work area(s).

STANDARDS/PROCEDURES

Workplace Inspections

Inspectors will use the following tools to conduct appropriate inspections:

- Workplace Inspection Checklist;
- Previous inspection report(s); and/or,
- Incident/injury reports to review, if needed, corrective action that has been taken.

Establish an annual documented schedule for workplace inspections (see roles and responsibilities for timeframes).

Any hazards or unsafe conditions observed while conducting the inspection are to be corrected immediately, if possible. This includes notifying the Supervisor or Manager of the area where the hazard was identified and recording the notification on the inspection worksheet.

A minimum of 2 Employee contacts or observation(s) of activities will be conducted during each workplace inspection. Results of the inspections are to be documented on the Workplace Inspection Checklist.

Those conducting the inspection must sign the original completed inspection worksheet.

Completed inspection reports are posted on the health and safety board within one week after the inspection has been completed.

The following must be completed after returning from the inspections:

- The inspector(s) will forward the original, completed workplace inspection checklist to the supervisor within one week of the date of inspection.
- The supervisor will in turn review, sign, and forward copies back to the Inspector with corrective actions for the identified items.
- The supervisor will establish a timeframe to correct hazards.

- Management receives, reviews, and returns a copy of the updated and completed workplace inspection checklist adding their comments or recommendations as may be applicable.
- If a new hazard is created, it must be rated (Major, Moderate, Minor – using the Hazard Assessment Form), and recommendations for corrective action developed including assigned timeframes, documentation (who, what, when) and a follow up documented report.
- Specific inspection schedules with dates and participants will be documented and posted.

Evaluation

The Occupational Health and Safety Act requires employers to review their Health and Safety policy and its program at least annually. This may be conducted internally or through a third party. Quinte Conservation will evaluate its Health and Safety policy and program annually.

ROLES/RESPONSIBILITIES

Management

- Coach and support staff on formal inspections of offices and customer locations where required;
- Schedule annual audits (internal or external) of the Health and Safety Program;
- Ensure that the inspection and audit process is being followed;
- Conduct informal inspections on an ongoing basis and formal inspections of any offices, warehouse and other locations monthly;
- Ensure corrective actions identified during inspections are implemented; and,
- Complete corrective action plans for audits.

Worker Health and Safety Committee

- Conduct formal monthly workplace inspections as scheduled;
- Ensure inspection results are documented and communicated to the area supervisor for all hazards and for the assignment of corrective actions; and,
- Ensure all hazards identified during inspections are communicated.

Worker

- Participate in the formal inspection process when required.

COMMUNICATION

All staff will receive communication on this procedure during orientation and initial job instruction.

TRAINING

All management and the health and safety committee members will attend workplace inspection training, which will include the identification and assessment of hazards, and how to conduct a workplace inspection.

EVALUATION/REVIEW

Management, in cooperation with the health and safety committee, will evaluate the compliance and effectiveness of this procedure at least annually.

NOTE: Copies of Workplace Inspections will be posted on the applicable health and safety board for one (1) month.

HAZARD IDENTIFICATION

Quinte Conservation is committed to identifying, assessing, and removing or controlling any hazards it can to safeguard the health and safety of all its employees. Quinte Conservation will take appropriate action on any recommendations put forward by the health and safety committee to control or eliminate any known hazards. In addition to those recommendations, Quinte Conservation will proactively identify hazards whenever possible to prevent them from becoming a danger to employees or to visitors to the workplace.

DEFINITIONS

Hazard - is any practice, behaviour, substance, condition, or combination of these that can cause injury or illness to people or damage to property. Source: Canadian Centre for Occupational Health and Safety (CCOHS).

Musculoskeletal disorders - are a group of painful disorders of muscles, tendons, and nerves (CCOHS). Hierarchy of controls:

- Elimination or substitution;
- Engineering controls (including substitution, isolation, or ventilation);
- Administrative controls (including changes in job schedules or maintenance practices); and,
- Personal protective equipment (PPE) (Source: Ontario Ministry of Labour).

POLICY

Quinte Conservation will ensure that its workplace is assessed for any of the following hazards. If a hazard is identified that could cause injury to an employee, Quinte Conservation will ensure to either eliminate the hazard at its source or identify another way to perform the work that would not result in injury. If the hazard cannot be corrected or removed, the appropriate personal protective equipment (PPE) will be provided by Quinte Conservation.

Possible Hazard Health Effects

If any hazards at Quinte Conservation could result in any of the following adverse health effects, they shall be controlled as per the hierarchy of controls. These health effects could include:

- Disease;
- Bodily injury;
- Change in the way the body functions, grows, or develops;
- Effects on a developing fetus;
- Inheritable genetic effects;
- Decrease in lifespan;
- Change in mental condition; and/or,
- Effects on a person's ability to accommodate additional stress.

Workplace Hazards

The following list represents hazards that may exist at Quinte Conservation. If one of these hazards is present and poses a risk, Quinte Conservation will work towards its elimination as is feasible in the workplace, following the steps of the hierarchy of controls.

Note: *This list is not exhaustive of every hazard that could be present; Quinte Conservation will reassess the workplace for additional hazards following a regular schedule.*



Biological Hazards

Biological hazards could involve any of the following:

- Bacteria;
- Viruses;
- Insects;
- Plants;
- Birds;
- Animals;
- Humans; and/or,
- Mold.

As any of these biological hazards may result in negative health effects, including allergies and skin irritation, Quinte Conservation will ensure to control any of these biological hazards at the source and provide PPE when it is not possible to eliminate the hazard through the hierarchy of controls.

Ergonomic Hazards

The assessment of ergonomic hazards relates directly to the employee and the job that they are doing (specifically the way they are completing the duties of their job). Ergonomics refers to matching the job to the employee completing the work. Ergonomic hazards can include simple actions such as:

- Lifting;
- Pushing;
- Carrying;
- Lighting;
- Hearing;
- Sitting;
- Standing; and/or,
- Pulling.

When these actions are performed in a way that contorts the body in an unnatural way or in a persistent way that puts strain on muscles or tendons, workplace injuries could result. Quinte Conservation will perform periodic ergonomic checks to verify that employees are able to complete the actions required of their position without putting undue physical strain on themselves.

As needed, Quinte Conservation will make appropriate modifications to the workplace, including providing tools to help with manual lifting; ensuring that the lighting is adequate for the work being completed; modifying workstations to prevent musculoskeletal disorders, etc., to prevent employee injuries.

Physical Hazards

Physical hazards are elements that could affect an employee's physical health and safety if they are outside of tolerable ranges or persistent to the point of being detrimental to health. Some physical hazards could include:

- Temperature (hot or cold);
- Indoor air quality, including scents;
- Noise levels (possible damage to hearing); and/or,
- Radiation (including through sunlight, UV lamps, etc.).



Quinte Conservation will assess the workplace for any of these physical hazards and ensure that all levels are within the acceptable ranges to ensure the health and safety of employees, taking needed action to correct the hazard if it is not.

Safety Hazards

Safety hazards in Quinte Conservation 's workplace could consist of the tools required to perform job duties, as well as the prevention of basic slips, trips, and falls. Tools could refer to machinery, materials, transportation, etc. These tools shall be assessed for safety on a regular schedule, and repairs will be made to them once the need is known.

For the prevention of slips, trips, and falls, Quinte Conservation will ensure that either non-slip mats or carpets are available where rain or snow may be tracked into the building and that all steps are a standard height with any changes in elevation clearly visible.

Chemical Hazards

Quinte Conservation will follow the GHS-WHMIS 2015 regulations concerning any chemicals in the workplace and will ensure that SDS sheets are available for any chemicals present. Further, all regulations concerning the appropriate labelling, transportation, and storage of chemicals will be followed.

Psychosocial Hazards

Hazards that may be present in the workplace could consist of more than physical hazards and/or danger to the body; hazards may exist that can adversely affect an employee's mental health. Quinte Conservation has zero tolerance for any bullying, violence, or harassment in the workplace. Further details can be found in the Workplace Anti-Harassment Policy.

Quinte Conservation will also provide support for any employees under undue stress that is affecting their ability to complete their job duties. In some cases, this may involve a reassessment of priorities; in some cases, an elimination of conflicting job demands, etc.

EMPLOYEE RESPONSIBILITIES

Quinte Conservation employees have the responsibility of notifying their health and safety committee member or their supervisor of any known hazards in the workplace and then working together towards a solution.

HAZARD RECOGNITION AND ASSESSMENT POLICY

PURPOSE

To assist in the identification, rating and control of existing or potential hazards in the workplace.

SCOPE

This procedure applies to all employees, supervisors, and managers.

DEFINITIONS

Engineering Controls - Engineering controls help reduce the risk of potential hazards either by isolating the hazard or removing it from the workplace. Engineering controls include mechanical ventilations and process enclosures. They are important because they are included in the work process.

Engineering controls - are usually preferred to other control measures, such as the use of personal protective equipment. Substitution of a less hazardous material or industrial process is the best way to reduce a hazard and is often considered to be a type of engineering control.

Administrative Controls - Administrative controls deal with the directing of people and include policy, procedures, and training. Administrative controls reduce or limit the amount of risk that an employee has to a specific hazard through rotation, job assignment, or time periods away from a contaminant or hazard.

Personal Protective Equipment - Personal protective equipment is the final line of defence against hazards in the workplace. It is implemented only after other reasonably practicable means of eliminating a hazard have been attempted.

Consequence - Consequence is a description of the outcome of the occurrence of an incident, including an evaluation of the loss as it affects people, property and equipment, environment, and the company image.

Probability - Probability is the likelihood that the identified hazard will result in a consequence within a specified period.

Chemical Hazards - Chemicals that contact the human body causing harm are known as chemical hazards. These chemicals may exist in different forms of mists, vapours, fumes, gasses, dust, or liquids.

Biological Hazards - Mold, viruses, bacteria, fungi, insects, animals, bodily fluids and plants that may cause adverse effects to the human body are classified as biological hazards.

Ergonomic Hazards - Physical disorders and stresses that cause harm to the human body resulting from poor work conditions, posture, improper material handling, poor seating support, fatigue and improper work/rest cycles are considered ergonomic hazards.

Electrical Hazards - A dangerous condition such that contact or equipment failure can result in electric shock, arc-flash burn, thermal burn or blast.

Unsafe Act - behaviours that could lead to an accident/incident.

Examples of unsafe acts: can include using equipment in an unsafe or careless manner or not using personal protective equipment as required.

Unsafe Condition – circumstances in which could allow an accident to occur.

Examples of unsafe conditions can include inadequate, improper or lack of safety devices, slippery work surfaces, electrical grounding requirements not observed, and containers that are not labelled.

STANDARDS/PROCEDURES

Hazard identification and control are the key components in maintaining a safe and healthy workplace. Hazards, occupational factors, or illnesses arising from the workplace, which may cause affected health and negative wellbeing, sickness or significant inefficiency must be identified and controlled.

Hazard Assessment results can include:

- Increased knowledge of the dangers inherent in the tasks of employees;
- Enhanced safety awareness and improved safety dialogue and communication amongst employees;
- Improved focus for workplace safety inspections;
- Improved risk management leading to increased accident prevention; and/or,
- Compliance with the Occupational Health and Safety Act.

Each identified or recognized hazard will be assessed for its loss potential, and health and safety controls will be put into place to ensure that activities can be performed with maximum safety. Safe Operating Procedures will be developed and implemented for all tasks that are rated as having a potential for a major loss.

Recognizing and assessing hazards is the first step to controlling or eliminating risk. Methods of doing this include observation and reporting, inspection, task analysis, and trend identification.

Factors that contribute to making a hazardous job area (PEMEP):

- People (training/competency);
- Equipment;
- Materials;
- Environment; and,
- Process (the way the work is done).

The degree of hazard or risk can be estimated using knowledge of the potential for a major injury (severity) and knowledge of the probability of occurrence (For example, an inexperienced worker or a new job).

Assessment

The assessment process contains four basic components, including:

- Identifying the source;
- Recognizing the hazard;
- Evaluating the potential loss; and,
- Controlling the risk.

Hazard Categories

Hazards are divided into many categories, which may include the following:



- Chemical hazards;
- Biological hazards;
- Physical hazards;
- Ergonomic hazards (Repetition, Posture, Force);
- Electrical hazards;
- Compression hazards; and/or,
- Thermal hazards

You must conduct a hazard assessment when you are taking on a new scope of work when the environment changes, when new hazards are identified or when new hazards cannot be eliminated. When conducting a hazard assessment, ensure you include the following:

- The identified step/task;
- The health, safety, and ergonomic criteria;
- The identification of the hazard and the potential injury(s);
- The risk assessment (rating number to identify the low, medium, or high risk); and,
- The controls to help eliminate or mitigate the risk to protect the worker.

ROLES/RESPONSIBILITIES

Management

Act as a resource to supervisors on the hazard assessment development process and facilitate the training of supervisors on the hazard assessment process.

Supervisor

- Conduct hazard assessments when required;
- Review hazard assessments for accurate risk rating and controls;
- Ensure hazards and their controls are communicated to affected staff; and,
- Submit Hazard and Risk Assessment Forms to the committee.

Worker

Participate in the hazard assessment process where required and follow all control measures identified in their scope of work.

TRAINING

Training Requirements

Personnel who conduct hazard assessments will be trained on the identification, assessment and control of hazards. All training will be documented, and records filed with management.

Type of Training

The training will include classroom theory (legislative requirements, internal procedures, and specific procedures).

EVALUATION/REVIEW

Management will review the procedure annually for its effectiveness in cooperation with the health and safety committee.

HAZARD ASSESSMENT REVIEW PROCESS

Hazard assessments will be reviewed by management in cooperation with the health and safety committee:

- Every 3 years; or,
- When a new process/equipment is introduced to the workplace or when a process/equipment has changed or been relocated; or,
- When an incident has occurred and is associated with worker activities/the work environment.

HAZARD REPORTING PROCEDURE PURPOSE

The purpose of this policy is to outline the hazard reporting process for employees to follow when reporting hazards.

SCOPE

This procedure applies to all employees and is to be used when a potential or actual hazardous act or condition is identified.

DEFINITIONS

Unsafe Act - Behaviours that could lead to an accident/incident.

Examples of unsafe acts can include using equipment in an unsafe or careless manner or not using Personal Protective Equipment as required.

Unsafe Condition - Circumstances that could allow an accident to occur.

Examples of unsafe conditions can include inadequate, improper or lack of safety devices; slippery work surfaces; and containers that are not labelled.

STANDARDS/PROCEDURES

It is the duty of all employees to report hazards to their manager/supervisor. This should be done using the Hazard Reporting Form following the procedure below. All hazards will be identified as major, moderate, or minor as defined here and will be dealt with in priority sequence.

Major hazards are defined as those with a high-risk potential. They are serious or significant hazards and should receive high priority for immediate controls or elimination.

Moderate hazards are defined as those with medium risk potential and require controls as soon as possible.

Minor hazards are defined as those with low-risk potential and require controls after any higher priority hazards have been addressed.

If the hazard is minor and can be corrected in a safe and healthy manner by the employee and their supervisor, they should do so (e.g., moving boxes that are blocking a doorway). All other hazards that are more serious or require expertise should be dealt with by the employer or supervisor with the assistance of the health and safety committee. The employer/supervisor will take immediate action to control the hazard and then document the action taken using the Hazard Response Form.

PROCEDURE

Upon the discovery of a hazard, any employee of Quinte Conservation must proceed in the following manner:

- Complete the Hazard Reporting Form indicating whether the hazard is minor, moderate, or major.
- If the hazard is minor and can be corrected in a healthy and safe manner by the employee or committee member, they should proceed and then record the action taken on the back of the Hazard Reporting Form.

- If the hazard is moderate or major, the supervisor, with the assistance of the health and safety committee, will be required to provide a response with the immediate action taken at the time of the report, within 21 days of receiving the report, including the development and implementation of health and safety controls and safe operating procedures.

All responses will be reported on the Hazard Response Form, with copies sent to the employee reporting the hazard and the health and safety committee for record-keeping purposes.

ROLES/RESPONSIBILITIES

Management

- Act as a resource to workers;
- Review completed Hazard Report Forms to identify any other improvements, corrective action, or proactive initiatives;
- Fill in the Hazard Report Form with the assistance of the employee reporting the hazardous condition/act;
- Rate all hazards using the Hazard and Risk Assessment Form;
- Ensure that any hazardous conditions or acts are followed up on a timely basis; Ensure that all the action(s) are completed; and,
- Ensure that copies of the Hazard Report Form are distributed to Senior Management and the safety committee.

Employees Must:

Report immediately to their supervisor the existence of any hazard of which they are aware and assist the supervisor with completing the Hazard Report Form.

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEMS (WHMIS)

Quinte Conservation is committed to protecting the health and safety of its employees and will take all measures needed to safeguard its workers from the hazardous products that are found in the workplace. Quinte Conservation will uphold its duties and responsibilities under WHMIS 2015 to correctly identify and label hazardous products and educate and train its employees.

DEFINITIONS

The following definitions were taken from the Canadian Centre for Occupational Health and Safety.

Globally Harmonized System of Classification and Labelling of Chemicals (GHS) – an international system that defines and classifies the hazards of chemical products and communicates health and safety information on labels and SDSs in a standardized way.

Hazardous Product – a product, mixture, material, or substance that meets the criteria to be classified in one or more of the hazard classes of the HPR.

Safety Data Sheet (SDS) – a document that contains specified, required information about a hazardous product, including information related to the hazards associated with any use, handling, or storage of the hazardous product in a workplace.

WHMIS – WHMIS stands for Workplace Hazardous Materials Information System. WHMIS is Canada’s national hazard communication system for hazardous products in the workplace. It applies to suppliers, importers, and distributors of hazardous products that are sold in or imported into Canada and intended for use, handling, or storage in Canadian workplaces, as well as to the employers and workers who use those products.

POLICY

Quinte Conservation recognizes the importance that identifying hazardous products in the workplace can have on keeping employees safe. As such, Quinte Conservation will implement Ontario's WHMIS regulations as outlined in the Occupational Health and Safety Act (OHSA) and the Workplace Hazardous Materials Information System Regulation (R.R.O. 1990, Regulation 860).

Quinte Conservation will comply with the requirements of WHMIS 2015, the most up-to-date version of WHMIS in Canada, which has been updated to integrate the worldwide labelling standards of the GHS.

Employer Responsibilities

Quinte Conservation recognizes it has certain responsibilities under WHMIS 2015 and will comply with its duties by:

- Providing education and training to all employees who may encounter a hazardous product about WHMIS legislation, how to read labels and safety data sheets, and how different types of hazardous products could affect them negatively.
- Making sure the containers of hazardous products found in the workplace are correctly identified and labelled, using the latest standards.
- Ensuring up-to-date Safety Data Sheets (SDSs) are available for workers to find.

and further, Quinte Conservation will ensure:

- It is aware of the hazardous products in the workplace, how they are used and where they are located or stored.
- Keep accurate records about the hazardous products located in the workplace.
- Develop procedures for:
 - the safe use, handling, storage, and disposal of hazardous products;
 - how to protect workers (such as utilize personal protect equipment or create specific safety plans where necessary); and,
 - what to do in an emergency.

Employee Responsibilities

Employees of Quinte Conservation also have responsibilities under WHMIS 2015. Specifically, employees must:

- Complete WHMIS training and education if assigned by the employer;
- Follow the instructions and safe work procedures as outlined to protect self and others;
- Be familiar with the hazardous products they may encounter;
- Only use products that have a label and that they have received training on;
- Understand SDS information and know where SDS sheets are located; and,
- Ask for help if needed and report any concerns to the appropriate member of staff immediately.

Health and Safety Processes

FIRST AID REQUIREMENTS

Provisions for first aid are a legislative requirement of the Workplace Safety Insurance Act (WSIA).

Through prompt treatment by first aid trained personnel, pain and suffering endured by injured workers may be minimized, and where required, injured workers will be sent for urgent medical care.

REQUIREMENTS

Availability of First Aid Kits

First aid kits/stations are available in the office. As required by the WSIB Regulation 1101 First Aid Requirements of Section 1 subsection (3) that states, "First Aid Stations shall be located as to be easily accessible for the prompt treatment of any worker at all times when work is in progress."

First Aid Treatment Log

The first aid log will be maintained by the first aid attendant(s) for each first aid kit to document first aid treatment or advice provided by the first aid attendants in their work areas.

The first aid log must be completed by the attendant every time an employee receives first aid treatment, regardless of how minor the injury. The first aid log must be completed to describe the following information regarding the incident:

- The date and time of the injury;
- The name of the injured employee;
- A description of the injury detailing the nature and exact location (part of the body) of the injury;
- The nature of the treatment provided; and,
- The name of the first aid Attendant providing treatment.

First Aid Certificates Posted

First aid/CPR training certificates for each of the designated first aid attendants will be conspicuously posted with the respective first aid kits. A listing of the names and work locations of employees that are first aid/CPR qualified will also be posted on the health and safety bulletin board.

First Aid Kit Inspection and Records

First aid kits will be inspected monthly by the designated first aid attendants for the work area. The first aid attendant will examine the first aid kit in their work area and document the results of their inspection on the first aid inspection checklist. Any deficiencies or missing items will be documented so that additional supplies can be requisitioned by Management or a Supervisor.

FIRST AID REQUIREMENTS: 16-199 WORKERS (WSIB REGULATION 1101, SECTION 10)

Regulation	Workers per Shift	Required Attendant/Training	Required FA Station Supplies
Sec. 10	16-199 (in any one shift)	At all times, the First Aid Station must have 1 person trained in Standard First Aid & CPR who works in the immediate vicinity of the station.	<ul style="list-style-type: none"> ● A current edition of a standard St. John's Ambulance First Aid Manual ● 1 stretcher ● 2 blankets ● First Aid Kit containing at a minimum: <ul style="list-style-type: none"> ● 24 safety pins ● 1 basin (preferably stainless steel) ● 48 adhesive dressings (individually wrapped) ● 2 rolls of adhesive tape, 1 inch wide ● 12 rolls of 1-inch gauze bandage ● 48 sterile gauze pads, 3 inches square ● 8 rolls of gauze bandage, 2 inches wide ● 8 rolls of 4-inch gauze bandage ● 6 sterile surgical pads suitable for pressure dressings (individually wrapped) ● 12 triangular bandages ● 2 rolls of splint padding ● splints of assorted sizes

INCIDENT INVESTIGATION POLICY

To ensure that all applicable work-related injuries, illnesses, and incidents are investigated, analysed, and reviewed in a timely manner to prevent the recurrence of future unplanned events.

SCOPE

This procedure applies to all Employees for the following categories:

- Fatalities;
- Critical injuries Lost time injuries;
- All personal injury accidents, involving health care but not first aid Occupational Illness;
- Fires and explosion;
- Environmental releases and/or chemical spills require the Ministry of Environment to be contacted; and/or,
- Near miss incidents (including property damage as may be determined).

DEFINITIONS

First Aid - Includes but is not limited to: cleaning minor cuts, scrapes, or scratches; treating a minor burn, applying bandages and/or dressings, cold compress, cold pack, ice bag, splint, changing a bandage or a dressing after a follow-up observation visit and any follow-up for observation purposes only.

Health Care - An injury that results in attention received from a recognized health care provider but that does not result in time away from scheduled work nor a wage loss.

Near Miss - An event that under different circumstances could have resulted in physical harm to an individual, damage to the environment, equipment, property and/or material.

Fatality - An injury that results in the loss of life.

Critical Injury - A critical injury means an injury of a serious nature that:

- Places a life in jeopardy;
- Produces unconsciousness;
- Results in substantial loss of blood;
- Involves the fracture of an arm or a leg but not a finger or toe;
- Involves the amputation of a leg, arm, hand, or foot but not a finger or toe; Consists of burns to a major portion of the body; or,
- Causes the loss of sight in an eye.

Lost Time Injury - A work-related injury that results in the injured Employee missing scheduled time from work resulting in a wage loss.

Property Damage - An event where contact is made between two objects resulting in alteration to one or both objects.

Occupational Illness - A condition that results from exposure in a workplace to a physical, chemical, or biological agent to the extent that normal physiological mechanisms are affected, and the health of the Worker is impaired.

Environmental Release - An accidental discharge of a physical, biological, or chemical substance released into the workplace and/or community.

Fire/Explosion - An event where undesired combustion occurs.

STANDARDS/PROCEDURES

The investigating supervisor, or their designate, will ensure they bring an Investigation Kit which should include:

- Digital camera;
- Tape measure;
- Clipboard, a pad of paper, pens, pencils;
- DO NOT ENTER/CAUTION tape; and,
- Investigation procedure and investigation forms.

The investigating Supervisor will perform the following task during the investigation:

- Visit the scene, gather, and record evidence;
- Conduct interviews and interview all witnesses separately;
 - Ask open-ended questions that don't allow a Yes/No answer;
 - Use silence to elicit more information;
 - Ask for opinions, and then ask why they think that way;
 - Evaluate evidence and draw conclusions.
- Interview outside experts, if applicable (for example Suppliers, Equipment Designers); Ensure the interviews are conducted as soon as reasonably possible;
- The interviews should be conducted in a quiet place (for example, a supervisor's office), one on one;
- The interview must be documented;
- Make observations and use the scene assessment form to document the scene (site, equipment, material);
- Use photographs/sketches/drawings etc;
- A written narrative (summary) of what happened, include witness statements that:
 - Identify contributing factors such as People, Equipment and Material, Environment and Process and including what role the factor played.
- Use the Investigation Form to identify contributing factors through a review of items such as:
 - maintenance records, drawings, training records, time of day, length of service in this - work area, etc.;
 - Consideration is given to lack of safety equipment enforcement and/or the need for safety equipment; and,
- Copies of the investigation report are sent (when the investigation is completed) to management.

Recommendations for Corrective Action:

- Responsibility must be assigned to implement the recommendations.
- The actions must be recorded on or attached to the investigation report form and must include:
 - What has been done;
 - Who has completed the actions; and,
 - When the actions were completed.

ROLES/RESPONSIBILITIES

Supervisor

- The First Aid logbook must be completed by the First Aider and kept available.
- Initial Response:
 - In the case of personal injury, the supervisor ensures that the injured employee(s) receives appropriate first aid or health care;
 - Always ensure the worker receives and completes the forms necessary for reporting work-related Injuries; and,
 - Gather basic details of the event – who, what, where, when and how.

Investigation

Should the injury involve a critical injury, the accident scene must be cordoned off and protected to assure it is not disturbed, except for the purpose of:

- Saving life or relieving human suffering; or
- Maintaining an essential public utility service or public transportation system; or,
- Preventing unnecessary damage to equipment or other property; or
- Until permission to do so has been given by a (MOL) Inspector.

The supervisor will investigate the injury/incident and complete the Investigation Form within 24 hours of the injury/incident or as soon as practicable.

The supervisor will contact the health and safety committee as required to help investigate the injury/incident.

The supervisor will observe the reporting deadlines for external agencies.

Note: The supervisor can request assistance from other supervisors or any other source that may be available. They are also responsible for securing the scene of the injury/incident.

Health and Safety Committee

- The health and safety committee should be involved in the investigation of all injuries, illnesses, and incidents. This is at the discretion of the investigating supervisor unless it is a fatal or critical injury in which case;
- The health and safety committee must be involved in the investigation of a fatality or critical injury;
- The health and safety committee and the supervisor together must conduct the investigation and assist in completing the report; and,
- Both the supervisor and the health and safety committee member must sign the injury/incident investigation report upon completion.

Worker

Immediately report all work-related injuries, illnesses, and incidents to management and, cooperate and not interfere with investigations being conducted by internal and external personnel.



EARLY AND SAFE RETURN TO WORK

Quinte Conservation will make every reasonable effort to help an injured Employee stay at work or return to work (RTW). This Early and Safe Return to Work (ESRTW) program will help ensure that as a Company we are committed and able to supply modified/accommodated duties to all Employees, where possible, and without undue hardship.

SCOPE

Quinte Conservation has implemented a modified duty program. The program will assist in promoting a timely return to work of Employees.

This procedure applies to all employees with an occupational injury, illness or disability which results in absence from work, loss of wages, or requires accommodation.

DEFINITIONS

Modified Duty - The modification of an employee's position (Work Hardening or Transitional Work) that allows for the employee to carry out the work assigned within the employee's capabilities. This might include, but is not limited to, changing of worktasks (transitional work, hours of work (sometimes referred to as work hardening)).

STANDARDS/PROCEDURES

Disclosure of Information

To facilitate an effective and appropriate return to work case plan for an injured worker, the supervisor and/or management will be allowed access to:

- Restrictions/Limitations; and,
- Functional abilities (cognitive, environmental, and physical) as specific to the demands of the role.

Principles of Modified Duty

Quinte Conservation recognizes that a temporarily disabled employee can and should be performing meaningful and productive work. The Early and Safe Return to Work Procedure (ESRTW) gives structure and organization to this principle and recognizes the employer's, and employee's joint responsibility to participate in the rehabilitation of the employee.

Specifically:

- The work must be productive, and the result must have value;
- The work provided must not aggravate the employee's condition;
- The employee's condition must not constitute an additional hazard to the employee or fellow employee(s) while performing the duties assigned;
- The duration of the modified duty will be determined at the commencement of the program, wherever possible;
- Prior to starting the modified duty the employee and employer will review and sign an Offer of Modified Duties with respect to the hours of work, the reporting requirements and the nature and duration of the modified duty position;
- The Functional Abilities of the employee will be reviewed for the modified duty; and,
- The employee is required to supply medical progress reports every two weeks or as often as determined by management.

General Procedure

- All employees are required to report any occupational injury/illness to their supervisor immediately, or as soon as reasonable – as per the Injury, Illness, and Incident Reporting Procedure; and,
- Upon learning of a work-related injury/illness the employee’s supervisor will follow the Injury, Illness, and Incident Reporting procedure.

Communication Protocol

- Communication with the injured worker will be documented on the Contact Log by management;
- Communication is to be conducted on a regular basis, while the employee is off work (at least once a week or as frequent as may be required). This will be determined on a case-by-case basis; and,
- When an employee is on modified duties, communication should be daily.

ROLES/RESPONSIBILITIES

Management Will:

- Develop in consultation with the supervisor, the Modified Duties Offer Letter, and the Return-to-Work Case Plan;
- Provide a fair and consistent rehabilitation policy for injured employees disabled due to work-related illness or injury;
- Provide meaningful employment for temporarily disabled employees and promote the ESRTW Procedure;
- Determine and maintain medical monitoring and treatment with the use of the Functional Abilities Form. The frequency of medical contacts can be determined on a case-by-case basis;
- To assist in the modification of the workplace, as applicable;
- To explain the objectives and requirements of the ESRTW program;
- To oversee the progress of the employee’s modified duties;
- To liaise with the employee’s treating agency and other agencies, when required;
- To advise the employee of the availability of work hardening or transitional work;
- To assist in the creation the Modified Duties Offer Letter and Return to Work Case Plan;
- Provide the employee with the Modified Work Offer Letter and Return to Work Case Plan;
- To maintain communication with the employee on modified duties and monitor their progress and the effectiveness, on an individual case by case basis;
- To ensure the Injured Worker obtains and submits page 3 of Form 8 (this page provides functional abilities and return to work information) following the initial visit with the Health Care Professional;
- To ensure the worker obtains and submit a Functional Abilities Form from the Health Care Professional, if required after a subsequent visit;
- Document and forward any communication and/or concerns with the return-to-work plan; and,
- Monitor the worker’s compliance to the return-to-work plan including any restrictions of abilities which may apply.

Worker

- To maintain regular contact with the supervisor;
- To take an active role in developing their Return-to-Work Case Plan;
- To communicate any concerns to their supervisor;
- To obtain the necessary forms from the treating agencies as may be required by the employer;
- Submit all Functional Abilities Forms or other supporting health care documentation to management with 24 hours of treatment;

- To ensure that other scheduled rehabilitation activities such as physical therapy or doctor's appointments are continued while on modified duty. These appointments are to be arranged whenever possible during non-work hours;
- To co-operate with all requests for documentation as required by the WSIB and the employer;
- To attend all scheduled ESRTW meetings;
- Must work within their functional abilities and/or restrictions as per the return-to-work plan;
- To obtain and submit page 3 of Form 8 (this page provides functional abilities and return to work information) from their Health Care Professional and return to Supervisor; and,
- To obtain and submit a Functional Abilities Form from the Health Care Professional, if required from the supervisor after a subsequent visit.

Workplace Safety & Insurance Board (WSIB)

- Process all reports/claims of occupational injury, illness, or disability; and,
- Act as a resource to the employer and the employee.

COMMUNICATION

This procedure will be communicated to all employees during orientation. Any revisions or modifications of this procedure will be communicated to all employees.

TRAINING

Upon initial hire or appointment and refreshed annually. Supervisors will receive specific training on their roles and responsibilities under this procedure.

EVALUATION/REVIEW

Management will review the effectiveness of the policy statement, procedure, and program annually in cooperation with the health and safety committee.

EMERGENCY PREPAREDNESS AND RESPONSE

Quinte Conservation is committed to ensuring the health and safety of all employees and any visitors to its workplace. As such, Quinte Conservation has developed the following policy to guide its employees and managers in the event of emergency situations. Preparing for emergencies is a critical part of our health and safety commitment.

DEFINITIONS

Emergency - is a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident, or an act whether intentional or otherwise (*Emergency Management and Civil Protection Act*, R.S.O., 1990).

Some common types of emergencies include:

- Fires or explosions;
- Medical emergencies;
- Severe weather and earthquakes;
- Major power failures; and,
- Hazardous material spills.

POLICY

To ensure that in the event of an emergency, all of Quinte Conservation's employees are prepared for their roles and responsibilities, the following plans must be followed. These emergency plans are necessary to:

- Keep employees, visitors, and first responders free from any further injuries;
- Succeed in managing life-threatening situations;
- As much as possible, minimizing any damage to equipment, machinery, tools, and any part of the environment; and,
- Ensuring a return to work as safely as possible.

In the event of any workplace injuries of any kind, Quinte Conservation will follow the appropriate reporting requirements, as per the Ontario Occupational Health and Safety Act.

Accessibility Considerations

As per the *Accessibility for Ontarians with Disabilities Act* (AODA), Quinte Conservation will ensure that individualized response plans are created for any employees who identify that they will need assistance during an emergency due to a permanent or temporary disability. These responsibilities include:

- Providing individualized emergency response information to the employee;
- With the employee's consent, sharing this information with the person(s) who will be designated to aid them during an emergency; and,
- Reviewing the information contained in an employee's emergency response plan when:
 - The employee changes work locations (e.g., to a different floor or office);
 - The employee's overall accommodation needs are being reviewed; and,
 - Quinte Conservation's general emergency response policies are being reviewed.

Quinte Conservation will ensure that regardless of whether the disability is permanent (e.g., vision loss), or temporary (e.g., broken limb), employees are afforded the same level of accommodations required.



The following four major elements have been considered for this Emergency Preparedness and Response Policy:

1. Prevention (use of the policies and procedures to follow to avoid or minimize any emergencies);
2. Preparation (the actions and procedures to take to ensure that Quinte Conservation and its employees are ready to effectively respond);
3. Response (the actions to be taken in the event of an emergency); and,
4. Recovery (how employees and supervisors can return to normal business operations).

Planning Team

At Quinte Conservation, a planning team will be established, consisting of all department leads/supervisors in order that the emergency response planning includes all departments. Senior management will be involved with the planning and will ensure to support its implementation. The planning team is responsible for:

- Assessing any risks or hazards to the workplace;
- Developing specifics for the emergency response plan;
- Implementing the plan (including communicating and training the plan to employees);
- Testing the plan by holding drills on an annual basis; and,
- Improving or modifying the plan as additional information becomes available.

The planning team will also ensure that it retains:

- Up-to-date emergency contact information for all employees, including supervisors;
- A schedule which outlines who will be on shift so that they may be checked off in the event of an evacuation; and,
- A list of emergency names and contacts (e.g., poison control, etc.) that is kept in all work locations.

Fire or Explosion Preparedness

At Quinte Conservation, there is an alarm system that can be triggered in the event of a fire.

In the event of a fire:

- Employees are to evacuate, following the below evacuation procedures; and,
- The fire must be reported and include the following information:
 - Who is reporting the fire;
 - What has happened (to the best of the person's knowledge);
 - Where it has happened;
 - If there are any injuries; and,
 - Whether there are others who may be in the path of the fire.

Evacuation Procedures

In the event the fire alarm sounds, or there is an emergency that requires evacuation, Quinte Conservation employees must remain calm and proceed in an orderly fashion. The Fire Safety Plan included in Appendix 1, outlines the Quinte Conservation specific procedures.

Employees are to proceed down the stairs and through the nearest door. In the event the nearest door is blocked or unavailable, employees are to proceed to an alternate exit. Once employees are out of the building, employees are to proceed to the designated meeting spot at the western edge of the parking lot so that everyone can be counted. The Administrative Assistant will have a copy of the schedule to ensure that all employees are accounted for.

Medical Emergency Preparedness

In the event of an emergency, employees are reminded that the first aid kits are in the kitchen, furnace room and in all vehicles. In addition, Quinte Conservation has several employees trained in first aid. Appendix 2 has a list of first aid trained employees, the level of training and date of most recent training. The main office at 2061 Old Highway # 2, Belleville, ON has an automated external defibrillator located in the main entrance lobby of the office.

If an employee comes across a medical emergency, they are directed to call for help (911) immediately. They also need to survey the area around the injured person to ensure that there aren't any hazards that could affect their own safety before moving towards the injured person.

If the employee is first aid trained, they should follow the instructions provided during their first aid training in assessing the person, the environment, and the need for additional support. If the situation requires it, be prepared to provide aid for life-threatening situations, including bleeding, loss of a pulse, or loss of breathing.

A reminder to employees that all emergency numbers can be accessed in Appendix 3 Emergency Contacts.

Employees are to help first responders as they arrive, including by noting anything that could help the injured party, and providing any information requested by the first responders.

After the medical emergency has passed, the employee will be requested to provide a statement outlining what occurred, which may help in preventing any further occurrences. The employee is to provide the statement to the CAO and/or the JHSC.

Severe Weather and Earthquake Preparedness

As there may be different levels of preparedness required for severe/inclement weather or earthquakes, the following procedure is for immediate danger due to an earthquake, or storm. In the event of a "weather watch", Quinte Conservation will closely monitor the inclement weather situation, and immediately notify employees if emergency procedures need to be started. In the event of a "weather warning", the below procedure should be followed. Quinte Conservation will ensure that the following procedure is practiced at minimum annually.

In the event of severe weather or an earthquake, employees are to:

- Proceed to the nearest "safe place."
 - This safe place could consist of a desk, or sturdy table, or against an interior wall, if there aren't any bookcases, cupboards, windows, or any other kind of furniture that could fall during an earthquake.
- Employees are to protect their eyes by keeping their heads down.
- As after-shocks could follow an earthquake, it is important for employees to wait in their safe place until the shaking stops, and then proceed with a personal inventory, making sure that they are not injured.
- Employees should look carefully for hazards such as fire, including damaged electrical lines, broken gas lines, etc.
- If an evacuation is necessary (and as directed by the emergency captain), employees are directed to always use the stairs.
- Once outside, employees should move away from buildings, trees, streetlights, and any overhead wires, covering their head as they move.

Major Power Outage Preparedness

At Quinte Conservation, there is a portable generator and emergency lights in the event of a major power outage. During an outage, the CAO or designate will phone the utility company to verify whether the outage is widespread. Employees are to safely gather in the Quinte Conservation kitchen.

Employees are to ensure that there aren't any persons missing. In the event of a medical emergency during an outage, the CAO or designate will direct employees as needed to provide space for emergency services. 911 is only to be called if an emergency is life-threatening; emergency services could be overwhelmed in the event of a power outage.

Quinte Conservation has the following items to use in the event of a power outage or emergency:

- Back-up generator located on the east side of building;
- Emergency lighting located in all hallways at the staircase;
- First aid kits;
- Fire Extinguishers located at all exits to the building (see Appendix 1 – Fire Safety Plan for detailed locations); and,
- Multiple emergency exits (see Appendix 1 – Fire Safety Plan for detailed locations).

As instructed, employees may be required to unplug their computers and other electrical appliances to guard against surges when the power returns. The doors to the refrigerators must be kept closed.

Hazardous Material Spill Preparedness

At Quinte Conservation, all WHMIS procedures are followed to prevent any leaks, spills, or damage due to hazardous materials. However, as accidents may occur, Quinte Conservation will follow the below steps to ensure the safety of all employees and visitors to the workplace.

When a spill occurs:

1. The first step is for employees to communicate that there is a spill to others in the area.
 - a. As required, the CAO or designate may commence evacuation procedures.
2. If evacuation procedures are not required, the next step will be to control the spill by closing the container, or righting what spilled over.
 - a. Note: Quinte Conservation has the following PPE available in the event of a spill:
 - i. Gloves; and,
 - ii. Safety glasses.
3. The next step is to contain the hazard by ensuring that it does not spill over into any other places (this could include spreading sand, kitty litter, etc.), to prevent any open paths for the liquid.
 - a. If the employee cleaning up the spill must leave the area for any reason, they are instructed to block off the area where the spill occurred with the use of caution tape or caution cones or any other method to prevent access.
4. The next step is to clean the spill and check for damages. If any cleaning materials come into contact with a hazardous substance, they should be disposed of immediately, unless they can be safely disinfected. Quinte Conservation will follow all applicable WHMIS procedures and will never instruct employees to perform clean-up work that goes against the stated instructions on the SDS sheet. Employees are to verify which chemicals may be used to clean up spills, prior to their use.
 - a. In the event of damage to property, Quinte Conservation will ensure that the area continues to be blocked off until the appropriate repairs can be made.

PROGRESSIVE DISCIPLINE

Quinte Conservation is committed to ensuring that the issuance of informal and formal discipline for employees is facilitated in a respectful manner and via an established process. Quinte Conservation has created this progressive discipline policy to outline the steps that would be taken in the case the conduct or behaviour of an employee is worthy of or in need of correction.

This process is designed to alert employees to conduct or behaviours that have been deemed unacceptable and require correction. It is the goal of Quinte Conservation that those responsible to facilitate the steps outlined in this policy do so with the aim of encouraging the employee to conduct themselves appropriately and satisfactorily. And our employees, in turn, will then take advantage of the opportunity. The Progressive Discipline Policy outlines the framework for addressing inappropriate behaviours within the workplace and ensuring a fair and consistent approach is in place to address situations quickly.

SCOPE

The terms of this policy apply to all employees of Quinte Conservation including those who are responsible for administering and facilitating the policy.

POLICY

This policy outlines a fair and consistent approach to discipline within the workplace if Quinte Conservation sees conflicting behaviours in the desired workplace atmosphere. Quinte Conservation is committed to addressing these situations promptly and appropriately following these guidelines. The policy applies to all employees of Quinte Conservation and employees will be made aware of this policy at the time of hire.

Progressive Discipline Process

This process was designed to provide a step-by-step guideline to attempt to correct the conduct and behaviours of employees who do the following, but not limited to:

- Violate company policy;
- Violate health and safety rules and procedures, including workplace violence or harassment;
- Act in manner that is not acceptable or ought to have reasonably been known to be unacceptable;
- Serious performance concerns; or,
- Serious infractions that may result in the employee receiving more severe discipline or be terminated with cause.

Progressive Discipline Steps

1. Counselling – non-punitive^{*1}
2. First Written Warning
3. Second Written Warning
4. Final Written Warning and Possible Suspension without Pay
5. Termination with Cause

Severity of Act and Corresponding Discipline

Not all improper conduct and behaviour is of the same severity. The discipline must suit the circumstance.

Certain actions, in isolation, will not warrant formal discipline. However, the culmination of similar actions may in fact result in discipline as per the terms of this policy. For example, an employee who is late one or two times

over the course a few months may not warrant discipline. If the same employee was warned regarding their tardiness and was late a few more times over the next month, the employee may be subject to discipline.

On the other hand, a specific action may be considered relatively more severe than other improper actions worthy of discipline. In these cases, the employer reserves the right to issue a more severe discipline, as per the steps in this policy, or may terminate the employee (see Auto Termination section). For example, an employee is involved in an argument with another employee and punches the employee. The employer is obligated to respond accordingly which means providing an appropriate level of discipline. The employee may be disciplined at Steps 2, 3 or 4 of the process for this single incident, even though no formal discipline existed prior.

Supervisors and managers should consult with human resources before determining and issuing discipline to ensure the discipline provided suits the circumstances. Moreover, it is important to ensure consistency and equity in the issuance of discipline from one employee to another.

Documentation

In all 5 steps of the progressive discipline process, a letter will be drafted by the employer, or representative, outlining the action that was the cause for the discipline, the disciplinary step taken, expectations the employee must meet to improve and the next step in the discipline process should further discipline be required. In stage 1, the letter should clearly indicate the disciplinary measure is non-punitive.

This letter will be dated and signed by the employer. A copy will be provided to the employee receiving the discipline and a copy will be placed in the employees' personnel file. The letter will be removed from the employee's file 18 months after the date of issuance, provided the employee is free from further discipline in those 18 months. Upon each discipline, the 18-month period begins anew for existing, active discipline on file.

Investigations

Wherever it deemed necessary, the employer will investigate incidents of misconduct or improper behaviour which may result in discipline. During the investigation the employer will make the choice to either keep the employee under investigation in the workplace as well as any other employees that may be victim to or associated with the incident. The employer reserves the right to temporarily move, transfer, or modify the workplace and/or duties of the employee under investigation if said modifications are required for health and safety reasons, the safety of any employee, or to ensure fairness in the investigation. In a case where the employee must be removed entirely from the workplace, the employer may suspend the employee with pay pending the outcome of the investigation. A suspension with pay and/or a modification to the employees' workplace or duties are non-punitive actions and in no way imply guilt.

Suspension Without Pay

In the case of a serious offense or when an employee reaches stage 4 in this process, 'Final Written Warning,' the employer reserves the right to suspend the employee without pay. All suspensions will be provided to the employee in writing, inclusive in the final written warning. Suspensions will last a duration of one (1) business day but no longer than (3) days. Upon return to work from suspension, the employee will meet with the employer to outline the required steps to improve and again be made aware of the consequences if further discipline is required. The employer reserves the right to repeat this stage if it is determined that moving to the next step, termination with cause, is not warranted.

Termination with Cause^{*2}

In the case of an employee who has progressed through all the steps as outlined in this policy, the employer may terminate the employee with cause. The employer should outline the reasons for the termination and provide a summary of dates and prior disciplines which culminated into a termination. The employer reserves the right to terminate without cause.

Auto Termination^{*3}

At any point in the employment relationship, should the employee commit a serious act or violation, the employer may immediately proceed to termination with cause. The steps of this progressive process may not need to be followed. The employer reserves the right to terminate without cause. Examples of when immediate termination with cause may be just are as follows, but not limited to:

- Gross misconduct or insubordination;
- Sexual harassment;
- Discrimination, workplace violence or harassment;
- Theft;
- Misappropriation of funds;
- Falsification of records;
- Illegal, violent, or unsafe actions; and/or
- Purposely slander, libel, or defame the organization, including by using social media.

Responsibilities

Employees must:

- Ensure they understand and fulfil work expectations;
- Ask management for help in the event they do not understand what is expected of their performance in the workplace;
- Consistently act in a respectful manner towards colleagues, superiors, and clients;
- Adhere to Quinte Conservation's policies and procedures; and,
- Follow all health and safety measures put in place within the workplace.

Managers must:

- Ensure employees are aware of all workplace expectations for conduct and performance;
- Manage employees effectively, providing ongoing and constructive feedback on work performance and workplace conduct;
- Ensure employees are aware of and then consistently enforce workplace policies and procedures;
- Follow and enforce the Progressive Discipline Policy with respect to employee performance and workplace concerns; and,
- Maintain appropriate documentation for disciplinary actions.

Appeals

Where an employee feels they have been unfairly disciplined under the progressive discipline framework, they may appeal the decision within 30 days of the disciplinary meeting. Employees must provide solid evidence of the unfair disciplinary measures enacted or provide proof that the concern being disciplined for did not occur as described. Management will review all appeals within a timely manner and provide the employee with a written response to the appeal, including the outcome of the appeal.

**¹For Step 1 of this process, 'Counselling,' the progressive discipline issue to the employee is non-punitive. This stage is the first opportunity for the employer to make the employee aware of a concern, outline suggested remedies and encourage the employee to succeed. This stage should not be addressed as formal discipline. However, it should be made clear in the message and letter to the employee that formal discipline will follow if the employee does not improve, e.g., with the use of a Verbal Warning written record.*

**²Adherence to the progressive discipline process by an employer provides for a just course of discipline and the opportunity for the employee to improve their conduct and behaviour. In doing so, the employer can make a strong case for the justification to terminate an employee with cause. However, it must be noted that a termination with cause is subject to scrutiny and/or review by third parties (i.e., the Ministry of Labour, Arbitrator, Court, etc.) and adhering to this policy does not guarantee that said third party will stipulate termination with cause was proper or merited.*

**³ Certain egregious employee behaviours or actions have traditionally provided just cause for immediate termination. However, it must be noted that a termination with cause is subject to scrutiny and/or review by third parties (i.e., the Ministry of Labour, Arbitrator, Court, etc.) and adhering to this policy does not guarantee that said third party will stipulate termination with cause was proper or merited.*

RIGHT TO REFUSE UNSAFE WORK

Quinte Conservation understands all workers have a right to a safe and healthy working environment. The purpose of this policy is to outline:

- The right to refuse work under the Occupational Health and Safety Act (OHSA);
- The workers who have the right to refuse; and,
- Procedure to be followed in the event of work refusal

SCOPE

This policy applies to all workers at Quinte Conservation. In Ontario, all workers have the right to refuse unsafe work except for workers such as police officers, firefighters, workers employed in the operation of correctional institutions, and health care workers.

DEFINITIONS

“Worker representative” within this policy means one of the following: a joint health and safety committee member who represents the workers, a safety representative if there is no health and safety committee or another worker who has been chosen to represent a person who is refusing work.

POLICY

Quinte Conservation respects the legal right of employees to refuse work they believe is unsafe and will take the appropriate actions set out by the Occupational Health and Safety Act (OHSA).

Employees of Quinte Conservation may refuse any work, workplace condition, or equipment they believe might endanger their health and safety or the health and safety of another person. This right to refuse extends to workers who believe they may be endangered by workplace violence.

When an employee exercises their right to refuse unsafe work, the work refusal process set out by the Occupational Health and Safety Act (OHSA) must be followed explicitly. To initiate the work refusal, a worker must only state they feel unsafe and do not wish to proceed with a task or activity.

There will be no negative consequence for employees who exercise their right to refuse in good faith and who adhere to the processes set out by law and in this policy.

Quinte Conservation will continue to pay the worker who is refusing to work at the regular rate during the work refusal process until a Ministry of Labour Inspector rules that it is safe to resume work. If the worker continues to refuse work beyond the point the work has been deemed safe, Quinte Conservation is no longer required to provide pay and may begin disciplinary action.

WORK REFUSAL PROCESS

Under the law, the following procedure must be followed in the event of a work refusal.

Step 1

- The worker reports the refusal to their manager and then stays in a safe place. The worker may also notify the health and safety committee worker representative.
- The employer or supervisor investigates the issue with the worker and a safety committee member or other chosen worker representative present.
- If an acceptable resolution to the issue is put in place, the worker can go back to work.
- If no resolution is found, move on to Step 2.

Step 2

- If the worker continues to feel unsafe, the worker should continue to refuse and stay in a safe place.
- The worker or employer (or someone representing either of them) should call the Ministry of Labour.
- A Ministry of Labour Inspector will investigate the issue in consultation with the worker, safety committee member and supervisor or management representative.
- Any required/ordered changes to improve safety will be made.
- The refusing worker will go back to work.

During Step 1, if the supervisor has investigated and found a resolution, they believe is safe, but the worker continues to refuse, the supervisor can ask another worker to perform the task while waiting for a resolution under Step 2. However, the supervisor must let the second worker know:

- the task they are being asked to do has been refused by another worker;
- why the task was refused; and,
- that an investigation with the Ministry of Labour is in process Quinte Conservation understands the second worker may also refuse the work.

WORKPLACE ANTI-HARASSMENT

Quinte Conservation is committed to ensuring a workplace free of harassment, bullying, and discrimination. In pursuit of this, Quinte Conservation will not tolerate any harassment, bullying, or discrimination within the workplace. Quinte Conservation is further committed to investigating any complaints regarding workplace harassment, bullying, and/or discrimination, using the method of corrective action, up to and including the point of termination of employment for the perpetrator(s).

Canada's Criminal Code specifically lays out matters such as violent acts, sexual assault, threats, and behaviours such as stalking. In the event of any of the above, Quinte Conservation will immediately contact the police.

DEFINITIONS

Harassment is defined by the Ontario Occupational Health and Safety Act as "engaging in the course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome." This definition includes sexual harassment, personal harassment, psychological harassment, and bullying.

Workplace harassment does not include reasonable actions taken by an employer or supervisor relating to the management or direction of workers in the workplace.

Note: This Anti-Harassment Policy is administered in conjunction with Quinte Conservation's Human Rights Policy and includes freedom from discrimination under any of the grounds established by the Ontario Human Rights Code, including race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex (including pregnancy), sexual orientation, gender identity, gender expression, age (18 and over), marital status (including same-sex partners), family status, disability, and record of offences.

Common harassing behaviours can include (but are not limited to):

- Rumour spreading;
- Jokes about sex;
- Email chains with jokes about specific individuals;
- Excluding individuals from work-related activities;
- Reviewing work unfairly or trivial fault-finding; and/or,
- Belittling behaviour or comments.

Harassment can either occur over a period or in a specific instance, depending on the specific situation.

POLICY

Quinte Conservation encourages any of its employees who witness or who are victims of harassment, bullying, or discrimination to bring forward the information as soon as possible so that an investigation may immediately commence.

In pursuit of a harassment-free environment, Quinte Conservation is committed to fully preventing and/or addressing any instances of harassment, including sexual harassment, by:

- Providing education and training to ensure that all employees understand their rights and responsibilities regarding harassment;

- Ensuring that supervisors understand how to respond to incidents of harassment, including how to collect information, how to act, how to deal with confidentiality, how to document, and how to keep records;
- Methodically monitoring or adjusting Quinte Conservation 's systems for any barriers, including any barriers regarding any protected grounds laid out in the Ontario Human Rights Code and Quinte Conservation 's Human Rights Policy;
- Reviewing their Anti-Harassment program with the health and safety committee;
- Providing a procedure for complaints (outlined below) that is fair, timely, and effective; and
- Ensuring to promote appropriate standards of conduct.

This policy also prohibits any person at Quinte Conservation who is able to grant or deny a benefit to another employee from sexually soliciting or making advances on that person. This could include co-worker to co-worker or supervisors and managers to employees. Further, any reprisals for the rejection of these advances are not permitted.

Quinte Conservation will also not permit the creation of a poisoned work environment, as created by comments or any forms of conduct that are known to be unwelcome. Quinte Conservation will investigate all complaints to prevent this poisoned environment.

In addition, any employees who experience harassment while in the course of work for Quinte Conservation have the right to file a complaint without any fear of reprisal. Quinte Conservation will ensure that an investigation is conducted into any incidents or complaints of workplace harassment, as appropriate.

Employee and Supervisor Responsibilities

All Quinte Conservation employees have the responsibility to adhere to the contents of this policy and refrain from enacting or condoning any form(s) of harassment. Further, all employees have the responsibility of fully cooperating in any investigations into complaints of harassment.

All Quinte Conservation supervisors or managers have an additional responsibility of acting immediately upon either receiving a complaint of harassment or witnessing it themselves. Supervisors and managers are responsible for the creation and maintenance of a harassment-free workplace and must immediately investigate as soon as any forms of harassment become known in the workplace.

COMPLAINT PROCEDURE

At Quinte Conservation, complaints regarding harassment, bullying, or discrimination may be brought forward to:

- The Corporate Services Manager at tsmith@quinteconservation.ca.
- An alternate report may be made to the CAO at bmcnevin@quinteconservation.ca, if the above is the alleged harasser.
- Immediately upon receipt of a complaint, an investigation will be started, and additional information and context will be sought. The investigation may include:
 - A review of the details of the incident;
 - Separate interview(s) with the parties involved and any witnesses;
 - Examination of any relevant documents, emails, notes, photographs, or video;
 - A decision about whether the complaint constitutes workplace harassment;
 - The preparation of a report which summarizes the incident;
 - The steps of the investigation, the evidence collected, and any findings.



- Quinte Conservation will take appropriate measures to ensure that employees and/or witnesses involved in filing the complaint are protected, as necessary. This may include temporary reassignments or shift changes. Quinte Conservation will ensure that these changes do not penalize any employee who brought forward a complaint or any witness to the complaint.
- Quinte Conservation will not disclose any information regarding a complaint of harassment (including any identifying personal information of any of the individuals involved), unless the disclosure, if necessary. The disclosure may become necessary for the purposes of investigating the complaint, taking disciplinary action, or as required by law.
- The employee who disclosed the complaint, as well as the alleged harasser (provided they are both employees of Quinte Conservation), will be kept up to date on the investigation and will be notified of the results of the investigation and any subsequent actions to be taken.

Any reports resulting from an investigation into complaints of harassment, discrimination, or bullying are not considered to be Occupational Health and Safety reports and will not be shared with the safety committee.

Note: This policy will be in written form and posted in a conspicuous place at Quinte Conservation. It will be reviewed as often as necessary, but at least annually.

WORKPLACE ANTI-VIOLENCE

This policy and program are intended to:

- Ensure that Quinte Conservation maintains a work environment that is free from workplace violence.
- Establish measures and procedures to control the risk of workplace violence.
- Communicate the procedure for summoning immediate assistance in the event of an incident of workplace violence or where an incident is imminent.
- Establish a procedure for reporting incidents of workplace violence.
- Establish how reports of workplace violence will be dealt with and investigated by the organization.

DEFINITIONS

Workplace Violence - as defined by the Ontario Occupational Health and Safety Act, means:

- The exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker;
- An attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker; and/or,
- A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker in a workplace that could cause physical injury to the worker.

Workplace - refers to any land, premises, location, or thing at, upon, in or near which a worker works including the organization's offices, off-site locations where work is performed, social events related to work or away from work but resulting from work (i.e., a threatening phone call to your home or another personal electronic contact from co-workers or clients).

POLICY

Quinte Conservation is committed to providing a healthy, safe, and supportive work environment for all employees that is free from workplace violence and will not tolerate any such incidents that are perpetuated by or against an employee, client, volunteer, vendor, or visitor.

In pursuit of this commitment, Quinte Conservation will take all reasonable steps to prevent workplace violence and will deal with incidents and complaints made in good faith in a fair, consistent, and timely manner.

Employee Responsibilities

- Understand what constitutes workplace violence as defined in this policy and adhere to the organization's zero-tolerance requirement.
- Immediately report any incident of violence one is subject to or witnesses in accordance with the organization's anti-violence program.
- Participate as required in internal and external investigations concerning incidents of workplace violence.
- Refrain from any retaliatory acts against any individual who has brought forward a complaint of violence.
- Attend and actively participate in training and education sessions regarding workplace violence.

Employer and Management Responsibilities

- Assess the risk of workplace violence and implement procedures, response plans and other controls to help minimize identified risks.

- Educate and train employees on this policy and program, response plans and other controls established to protect employee health and safety.
- Ensure a copy of this policy is available to all employees.
- Review the Workplace Anti-Violence Policy and Program annually or as often as necessary to properly protect employees from the risk of violence. This policy and program will be reviewed after any violent incident to determine if changes are necessary.
- Take appropriate action(s) upon receipt of a complaint of workplace violence or when aware that workplace violence is occurring.
- Impose appropriate disciplinary measures in response to substantiated claims of workplace violence.

All members of management who are aware, or who ought to reasonably be aware that incidents of workplace violence are occurring or are thought to be occurring, are obligated to take appropriate action to stop the offending behaviours and actions, even in the absence of a formal complaint.

WORKPLACE ANTI-VIOLENCE PROGRAM

Reporting Incidents of Workplace Violence

- In the event you are directly affected by or witness to an act of violence or a threat of violence in the workplace, it is imperative that the incident be reported immediately. Reports are to be made to your direct supervisor, their designate or other relevant parties.
- For the health and safety of everyone, employees are encouraged to request an informal meeting with their supervisor/manager or their designate to discuss issues concerning or related to workplace violence.
- Employees should also notify their supervisor/manager or their designate if any restraining order affecting them is in effect or if they are aware of a non-work-related situation that could result in violence in the workplace, including concerns regarding the potential for domestic violence to occur in the workplace.

If you are subject to workplace violence, you also have the option to pursue recourse through the Provincial Police or the Federal Criminal Code.

Summoning Immediate Assistance

- If you require immediate assistance following an act of violence, are being threatened, or consider yourself to be in imminent danger, contact the police/emergency services immediately by dialling “911” and follow department/facility emergency response procedures (where relevant).
- If you are unable to phone 911 right away, you should:
 - Yell for help;
 - If in a vehicle, honk the horn repeatedly, turn on hazard lights and lock all vehicle doors;
 - If possible, use the vehicle’s emergency alarm;
 - Immediately move to a safe location; and,
 - Contact a manager/supervisor.

Right to Refuse Unsafe Work Due to Workplace Violence

If you believe that you are being endangered by workplace violence, you have the right to refuse to perform the work you deem to be unsafe. If you are refusing to work because of workplace violence, you must immediately report the refusal to your supervisor/manager or their designate.

Once reported, an investigation into the refusal will commence. During the investigation, you must remain in a safe place that is as near to your work location as reasonably possible and must remain available to the investigator for the purpose of the investigation.

History of Violent Behaviour

Under the Ontario Occupational Health and Safety Act, the organization may be required to provide information (including personal information) to its employees about a person with “a history of violent behaviour” if:

- The employee can reasonably be expected to encounter that person in the course of their work; and,
- There is a potential risk of workplace violence because of exposure to the individual with a history of violent behaviour.

Pursuant to this obligation, if the organization is of the view that there is a risk of workplace violence such that an employee is likely to be exposed to physical injury, information that is deemed reasonably necessary to protect employees from physical injury, including personal information and any known triggers of the individual’s potentially violent behaviours will be communicated.

When disclosing personal information, the organization will limit as much as possible the amount of personal information provided and will not release any medical information that is deemed protected.

Furthermore, the organization will not disclose any information to individuals who are unlikely to encounter a person with a history of violence or to those who are not at risk of physical injury from that person.

Domestic Violence

In the event the organization is aware that domestic violence could likely expose an employee to physical injury in the workplace, it will take every precaution reasonable in the circumstances for the protection of the affected employee(s). In such situations, the organization will work with the employee to create a personal support plan which will identify safety measures and procedures for the protection of the individual.

Violence Risk Assessment

Quinte Conservation will conduct a risk assessment of the work environment to identify any issues related to potential violence that may impact the organization and its employees and will institute measures to control those risks.

When conducting the risk assessment, Quinte Conservation will take into consideration specific areas that may contribute to the risk of violence, including:

- Working in a community-based setting
- Interaction with the public and/or working with unstable or possibly volatile clients.
- The exchange of money
- Working alone or in small numbers
- Working at night
- Working in a high crime area

As part of its assessment, the organization may review records and reports (incident reports, health and safety inspection reports, etc.). The results of the assessment will be provided to the Joint Health and Safety Committee where one exists.

Violence Investigation Procedure

The investigation process will be initiated upon receipt of a formal complaint from an employee or at the discretion of the employer where workplace violence is known or is suspected to be occurring.

The organization will endeavour to complete investigations within 90 calendar days or less once the process has been initiated; unless extenuating circumstances warrant a longer investigation (for example where more than five witnesses must be interviewed or in the event a witness, Complainant or Respondent is unavailable due to illness).

Once initiated, the investigation procedure will generally adhere to the following steps/guidelines:

- The organization will appoint an internal or external investigator(s) to promptly conduct and document an investigation into the incident in which all facts are examined in a manner that is timely, fair, and impartial.
 - No person shall be appointed to the role of investigator where they have been named within a complaint.
 - Any allegations against the CAO will be investigated by a neutral third-party investigator.
- The investigator(s) will review this policy, the submitted complaint and supporting documents, and will meet with the Complainant to gather additional details and information regarding the incident(s).
- Individual(s) named in the complaint (known as Respondents) will be advised via written notification of the complaint that has been filed against them. The notification will inform the Respondent of the alleged offensive action(s)/behaviour(s) made against them.
- The investigator will then meet with the Respondent to allow the individual to respond to the presented allegations and to gather facts and information.
- Where warranted, the organization may issue a paid administrative leave to the Respondent, Complainant and any other party deemed necessary until the investigation is completed.
- Employees on paid administrative leave pending the results of the investigation must remain available to meet with the investigator and to return to work as requested.
- The investigator may also individually meet with witnesses, and any other individual deemed necessary to provide additional evidence or context/information pertinent to the investigation.
- Once the investigator is satisfied with the amount of information collected from all parties, they will decide as to whether the allegation(s) are substantiated based on a balance of probabilities and, where substantiated, make recommendations on any remedial action to be taken.
- The investigator will provide an investigation report which must include a summary of the steps taken during the investigation, the complaint and allegations of the Complainant, the response from the Respondent(s), the evidence of any witnesses, any additional evidence gathered, findings of fact, the conclusion of the investigation and any recommendations made.
- If the investigator deems a breach of the policy has occurred, the organization will take necessary corrective action, as appropriate.
- If the results of the investigation do not substantiate that a breach of this policy has occurred, the allegations will be disregarded in any subsequent employment decision affecting the parties involved. This is the case except where there is a repetition of the same allegation from the same or different parties, and in that case, further investigation and corrective action may occur. However, if after investigating any complaint, the organization determines that the complaint is not genuine or that an employee has deliberately provided false information regarding the complaint, disciplinary action may be taken against the Complainant or the individual who gave the false information.
- If the Complainant disagrees with the outcome of the investigation, they will have the option to pursue recourse through the applicable legislation (example: The Human Rights Code or the Occupational Health and Safety Act).



- Quinte Conservation will provide the Complainant and Respondent (where the Respondent is an employee) with a written outcome letter summarizing the investigation findings and any disciplinary action to be taken because of the investigation.
- All parties involved in the investigation process, including the Complainants, Respondents, and witnesses, are responsible for fully cooperating with the investigator(s) throughout the investigation process.

Prohibition Against Retaliation/Reprisal

Quinte Conservation strictly prohibits any form of retaliation against an employee for filing a genuine complaint under this policy or for participating in the investigation process.

Specifically, no employee shall be demoted, dismissed, disciplined, or denied a promotion, advancement, or other opportunities because they have lodged a complaint in good faith or have participated in an investigation.

Disciplinary Action

Any employee who is found to have breached this policy by engaging in violence or a form of reprisal; who breaches confidentiality expectations; fails to cooperate with an investigation; makes a complaint in bad faith, or supplies falsified information will be subject to appropriate disciplinary action.

Disciplinary action may range from training, counselling, written warning, suspension, work transfer and termination of employment, depending on individual circumstances. Additionally, the organization may pursue criminal charges where warranted.

Confidentiality

Quinte Conservation will ensure that information and documents regarding a complaint or incident will not be disclosed except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

All parties involved in a workplace violence complaint, including complainants, respondents, witnesses, managers, and support persons, are expected to treat the matter and any information they become aware of as confidential. No party shall discuss the matter or associated details with other employees or witnesses. An employee may face disciplinary action if it is determined that they have failed to adhere to these confidentiality expectations.

All investigation notes and full reports will be retained in a separate file and are not to be saved in employee personnel files. Investigation outcome letters and disciplinary action will be saved in applicable employee files only when the complaint has been verified and is found to be in breach of this policy.

Record Keeping

Quinte Conservation will securely retain records of all complaints or incidents of harassment including copies of:

- The complaint or details about the incident;
- Records of the investigation, including notes;
- Witness statements, if taken;
- The investigation report if any;
- Results of the investigation that were provided to the Complaint and Respondent; and,
- Any corrective action is taken to address the complaint or incident of workplace harassment

Reports of Violent Incidents - Workplace Expectations

Quinte Conservation shall:

- Promptly investigate all reported acts and incidents of violence.
- Consult with other parties (i.e., legal counsel, Health and Safety Consultants, Health and Safety Representatives, Employee Assistance Providers, Human Rights, and local Police Services) as deemed necessary to address, resolve and mitigate incidents.
- Take all reasonable measures to identify and eliminate risks and root causes resulting from the incident.
- Comply with WSIB and OHSAA violent incident reporting obligations by:
 - Immediately notifying the Ministry of Labour of any incident resulting in the death or critical injury of an employee and providing the Director of the Ministry of Labour with a written report detailing the circumstances of the incident within 48 hours of its occurrence.
 - Providing written notification to the committee within four days of any violent incident leaves an employee disabled from performing their job duties or which requires medical attention.
 - Providing notification to the WSIB within 24 hours of any violent incident in which an employee sustains a lost-time injury past the day of the incident or an injury that requires health care.

Company-Specific Safety Procedures

BLACK BEAR ENCOUNTER

POLICY STATEMENT

Quinte Conservation undertakes a variety of operations that involves staff working outdoors, in black bear territory. There is a possibility that an encounter with black bears during an outing will occur and this policy is intended to provide direction for Managers and Employees. All QC employees with work duties outside of the office to field locations that are also black bear habitat shall be provided training in black bear awareness and encounter techniques, prior to engaging in such work duties. Carrying Bear Spray shall be mandatory when conducting field work in black bear habitat. Bear spray will be handled in accordance with Bear Spray Safe Work Procedures.

PURPOSE

The purpose of this policy is to ensure that Quinte Conservation follows the Occupational Health and Safety Act and Regulations and that every reasonable precaution is taken to provide for a healthy and safe work environment. This policy is intended:

- To ensure that individuals who are working outdoors in black bear habitat are aware of ways to prevent and respond to a black bear encounter;
- To provide guidance around surprise black bear encounters that arise out of chance encounters;
- To provide a means to all QC employees to request that they be issued bear spray, and address the hazards introduced into QC workplaces using such bear spray; and,
- To address Quinte Conservations requirements arising out of the Health & Safety Act, and to address Criminal Code of Canada implications regarding the use of prohibited weapons (i.e. bear spray).

SCOPE

The standard applies to all Quinte Conservation employees.

DEFINITIONS

Workplace for the purpose of this policy includes all places where Quinte Conservation business occurs and includes: Any work involving being in black bear habitat.

RIGHTS, ROLES & RESPONSIBILITIES

Employer (Quinte Conservation)

The duties of the employer are to:

- Take reasonable preventative measures to protect employees in Quinte Conservation workplaces;
- Ensure that the work is organized in accordance to this policy, and that the mandatory requirements have been addressed and implemented;
- Ensure that the policy and program is communicated to all employees;
- Provide training and education on black bear encounter and appropriate use of bear spray;
- Ensure that this policy is communicated to contractors and person who attend Quinte Conservation workplaces;
- Ensures that all protective equipment is issued and maintained in good condition; and,
- Ensure that this policy is reviewed at least annually.



Management/Supervisor

Management/Supervisory duties are to:

- Ensures that employees are provided training and instructions in black bear awareness and encounter techniques, and where bear spray is issued that employees are provide training/instruction in bear spray safe work procedures;
- Ensure that all personal protective equipment is provided and maintained in good condition;
- Ensures that all records of all training and instructions are up to date;
- Communicate and review this policy with the employees they manage or supervise; and,
- Verify that all contractors and persons who attend Quinte Conservation workplaces are aware of this policy;

Employee

The duties of the employee are to:

- Work in compliance with this policy, and the training and instruction provided by the QC, and uses the issued bear spray only in accordance to bear spray safe procedures;
- Not carry bear spray that seems defective or unsafe, and reports such cases to their supervisor;
- Report any black bear encounter where the employee felt threatened or endangered, and report any use of bear spray, whether accidental or intentional to the supervisor and fill out a workplace incident and illness form; and,
- Participate in training regarding this Quinte Conservation policy and procedure.

Procedures

Requirements

While QC staff is engaged in field activities, at no time shall they wear personal headphones or listening devices, except for those required for Health & Safety purposes.

All staff wearing PPE for their ears must be aware of the need to scan horizons and work location for potential dangers.

Bear Spray & Other Deterrents

Bear Spray

Quinte Conservation will provide standard issue bear spray to its employees that are mandatory to carry on person wherever QC business is conducted in black bear habitat.

Holster

Quinte Conservation requires all employees to always have on person while in bear habitat, a QC provided holster with a Velcro closure to guard the safety and trigger area of the bear spray.

Air Horn

Air Horns will also be provided to employees as an alternate deterrent, acting as a startle device. The air horn can also be used to inform a coworker that you have encountered a bear.

Reporting Incidents of Black Bear Encounters

Employees who discharge bear spray intentionally or accidentally must return the bear spray to their supervisor. The employee then must fill out a workplace incident & illness form.

GENERAL PROVISIONS

How do avoid an encounter with a black bear while working

Bears usually avoid humans. Generally, you won't see a bear even if one is close by. Remember, you are a visitor in the bear's home range, so do all you can to avoid encounters, such as:

- Make noise as you move through wooded areas, especially in areas where background noise is high, such as near streams and waterfalls. Singing, whistling, or talking will alert bears to your presence, giving them a chance to avoid you;
- Travel with others if possible;
- Be aware of your surroundings;
- Do not wear headphones;
- Keep an eye out for signs of bears, such as tracks, claw marks on trees, flipped-over rocks, or fresh bear droppings;
- Consider bringing a whistle, air horn, long-handled axe, or bear spray. If you bring bear spray, know how to use it;
- Avoid strong fragrances that may cause a bear to be curious; put any food you are carrying in sealed containers in your pack; and,
- Occasionally scan your surroundings to check for bears and rise slowly from your crouched position so you don't startle any nearby bears. They may not recognize you as a human when you are in a crouched position.

What to do if you encounter a black bear

If the bear is not paying any attention to you, slowly and quietly back away while watching the bear to make sure it isn't following you. Some best practices include:

- Never approach the bear to get a better look;
- If the bear obviously knows you are there, raise your arms to let the bear know you are a human. Make yourself look as big as possible. Speak in a firm but non-threatening voice while looking at the bear and backing away;
- Watch the bear to gauge its reaction to you. Generally, the noisier the bear is, the less dangerous it is, providing you don't approach the bear. If a bear huffs, pops its jaw, or stomps its paws on the ground, it wants you to back away and give it space;
- If a bear closely approaches you, drop any food you may be carrying and continue backing up;
- If the bear continues to approach, stand your ground, and stay calm – use your whistle or air horn, speak loudly, stand tall, wave your arms, and throw objects;
- If a bear keeps advancing and is getting close, be aggressive and continue to stand your ground. Use bear spray and anything else to threaten or distract the bear; bears will often first test to see if it is safe to approach you;
- Do not run or climb a tree. Bears can run faster and climb better than you; and,
- If the bear makes contact, fight back with everything you have.

TRAINING

Employees will receive in-house training concerning black bear encounters including:

- Training or instruction in black bear awareness, and encounter techniques prior field work. This training will be repeated every three years and records of training will be kept on file at QC Main office;
- All QC employees must watch training videos "Staying Safe in Bear Country" and "Working in Bear Country" provided by Quinte Conservation; and,
- All QC employees will be provided training on the proper use of bear spray.

BEAR SPRAY SAFE WORK PROCEDURE

- Bear spray is a close-range deterrent, and you may get some on yourself. If you can, deliver a two or three second burst on a bear's face (snout and eyes) at 3 or 4 meters and in most cases, you will see immediate reaction. Each bear spray can will contain about two 4 second bursts.
- Bear Spray comes out in a cone shape configuration that is about 75cm in diameter at an effective range of about 4-5 meters. The first meter of spray blast has most of the effective chemical, after that, the air resistance starts to break up the blast into a mist with the chemical exposed.
- The effect of bear spray is temporary. Once you have stopped the bear from approaching you, leave the area immediately. It will take the bear approximately 15 minutes to recover from the chemical exposure.
- For quick access to the bear spray, it must be always carried on your person. Bear spray will be worn in a QC provided nylon holster with Velcro safety guard over the trigger area. The holsters are to be worn to provide sufficient protection against accidental discharge. Practice getting the can out quickly and be familiar with removing the safety flap.
- If possible, pay attention to the wind direction. Get upwind from the bear to prevent maximum exposure to yourself.
- Pay attention to your surroundings. If you are with someone else, make sure you are between the bear and other people prior to discharging the spray.
- Bear spray is not intended for any other purpose than spraying a bear in a threatening situation. Improper use of bear spray is a contravention of the Criminal Code of Canada.

The training sessions will be evaluated and recorded. Re-training will be done whenever new risks are identified or changes are made to the corporate or departmental policy.

To keep employees, current in all aspects of health and safety, literature will be provided on all upcoming educational opportunities using bulletin boards, internal memos, and newsletters. A resource library of information will be kept at the front desk. Posters promoting health and safety will be posted to encourage good safety practices in the workplace.

BLOOD BORNE PATHOGENS POLICY

Quinte Conservation values the health and safety of its employees and has implemented this policy to provide employees with important information and procedures to control and prevent blood borne pathogens and infections within the workplace. At all times, Quinte Conservation and its employees will adhere to all local and provincial public health guidelines or requirements that apply to our organization.

POLICY

Employees of Quinte Conservation that may have potential contact with blood and/or body fluids have an occupational risk of being infected with blood borne infections/pathogens such as hepatitis B virus (HBV), hepatitis C virus (HCV) and/or human immunodeficiency virus (HIV).

The purpose of this policy is to provide critical information to Quinte Conservation staff to assist in the prevention of blood borne pathogens and/or infections in the workplace and safety protocol in the event of exposure to blood borne pathogens/infections.

The organization is responsible for:

- Taking all reasonable precautions to protect the health and safety of employees, visitors, and volunteers that work in or visit the Quinte Conservation worksite.
- Continuously monitoring for blood borne pathogens/infections related information from the regional public health officials and the provincial health officer related to their area and industry and following that guidance and direction should additional measures be necessary in the workplace.
- Having a system in place to identify health hazards, control the risks, and monitor the effectiveness of the controls such as:
 - Ensuring everyone that enters the workplace receives information about our health and safety measures, practices, and policies for managing blood borne pathogens/infections.
 - Providing hand-hygiene, eye-washing facilities/stations and any other appropriate supplies or personal protective equipment (PPE).
 - Using or posting policies and signage where appropriate to remind employees about proper hygiene practices such as hand washing, physical distancing, and coughing etiquette.
 - Regularly reviewing this policy and first-aid measures to identify and mitigate potential risks.
- Ensuring supervisors have been trained on monitoring employees and visitors to ensure policies and procedures are being adhered to.
- Ensuring that employees have a clear line of communication to express concerns they may have about health and safety in the workplace.
- Ensuring that all instruments, equipment, and resources that may be important for the prevention of blood borne pathogens and infections are provided to employees (e.g., disinfectants, sterilisation products, PPE, safety engineered needles, etc.)
- Establishing first-aid measures to be taken in the event of exposure to blood borne pathogens.

Employees are responsible for:

- Taking reasonable care to protect their own health and safety and the health and safety of other people within the workplace.
- Taking responsibility for their own personal self-care, which includes hand washing, using all appropriate PPE, staying home when sick, and avoiding any task that may increase the risk of exposure to blood borne pathogens/infections.
- Reporting unsafe conditions or behaviour to their employer.

- Following all procedures put in place by the employer to control the risks associated with blood borne pathogens/infections.
- Communicating the importance and purpose of following health and safety protocols to clients.

Exposure Management Protocol

Blood borne pathogens can be transmitted to employees through occupational exposures to blood, saliva, and other body fluids. Significant exposures must be handled in a prompt and organized manner. For this reason, an exposure management protocol is necessary.

In the event of significant exposure to the risk of blood-borne pathogens/infections or in the event of a percutaneous injury with a contaminated needle, employees should adhere to the following:

- For percutaneous injuries, allow the wound to bleed briefly and freely. Then, gently wash the wound with soap and water, and bandage as needed.
- For exposures involving the eyes, nose, or mouth, flush the area with copious amounts of water.
- For exposures involving non-intact skin, wash the site with soap and water.
- Immediately report all injuries/exposures to management for additional assessment.

Source: Royal College of Dental Surgeons of Ontario: Infection Protection and Control

Client Health and Safety Procedures

- Employees are expected to wash their hands for at least 20 seconds with soap and water before and after interacting with clients or visitors of Quinte Conservation if they have come into contact with skin.
- Employees are expected to wear the appropriate PPE (e.g., gloves) if they are aware of the potential for skin contact. Gloves should not be a substitute for other elements of hand hygiene.
- In accordance with the Environmental Protection Act of Ontario, Quinte Conservation will provide a spill kit within the workplace premises. Employees must be aware of the location of the spill kit and must adhere to protocol if the need arises to use the spill kit.

Equipment and Premises Hygiene

- Cleaning products containing soap or disinfectant will be used to clean surfaces. Additionally, said products would be installed in all workstations.
- Frequent cleaning of facilities, equipment, and high touch surfaces is encouraged and may be required. Disinfectants will be available at all workstations.
- If a sick person has been in the workplace within the last 24 hours, the space will be cleaned AND disinfected immediately.
- Cleaning personnel will be instructed in the proper use, standard, and frequency of cleaning products and sterilisation products.
- Safety precautions regarding the use of cleaning/sterilization products are posted in conspicuous areas.
- Quinte Conservation will ensure that cleaning products and disinfectants are safe to use by individuals with asthma or other respiratory sensitivities or conditions.
- PPE will be made available in workplaces in sufficient quantities and sets to address the identified hazard.
- Cleaning/sterilization products will be appropriately labelled to prevent accidental ingestion or being mixed with other chemicals.
- The process and products used for cleaning, disinfection and/or sterilisation of equipment/devices must be compatible with the equipment/devices:



- The compatibility of the equipment/device to be reprocessed with detergents, cleaning agents and disinfection/sterilization processes is determined by the manufacturer of the equipment/device and employees will be provided with the appropriate manufacturers' manuals.

BOAT & BACK-PACK ELECTROFISHING

PURPOSE & OBJECTIVES

Quinte Conservation is committed to protecting the health and safety of all workplace parties at all workplace locations. The purpose of this policy is to ensure that Quinte Conservation follows the Occupational Health and Safety Act and Regulations and that every reasonable precaution is taken to provide for a healthy and safe work environment.

This policy is meant to minimize the risk of injury associate with operating, transporting, and maintaining Boat Electrofishing equipment.

RIGHTS, ROLES & RESPONSIBILITIES

Management/Supervisor

Managers/Supervisors shall ensure that:

- Appropriate Electro-fishing Certification/Training is provided to their staff;
- Awareness and training are provided to employees on the hazards associated with electro-fishing;
- All accidents or incidents resulting from electro-fishing are investigated and reported;
- Hazards related to unsafe conditions are identified and effective control measures for the protection of workers are implemented;
- Employees work in compliance with this Electro-fishing Safety SOP, the OHSA and its regulations;
- All workers use or wear required personal protective equipment and/or devices;
- Workers are monitored to ensure procedures are followed and, when violations occur, take appropriate action in accordance with the Health & Safety Progressive Discipline Policy;
- All electro-fishing equipment is maintained in good condition and serviced once annually; and,
- All required personal protective equipment is provided to workers and maintained in good condition.

Employees

Employees/Workers shall ensure that they:

- Follow the requirements outlined in this procedure and work as directed by their supervisor, in compliance with the OHSA;
- Report to his/her employer any known or suspected accidents or safety violations that may result in an injury from using the electro-fisher;
- Report the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself, or another employee;
- Cooperate in any incident investigation process;
- Participate in all health and safety training regarding electro-fishing;
- Take all steps necessary to eliminate and prevent the risks associated with electro-fishing; and,
- Always wear prescribed personal protective equipment while electro-fishing.

REQUIREMENTS

Application & Scope

Electro-fishing is a common scientific survey method used to sample fish populations to determine abundance, density, and species composition. Electro-fishing uses electricity to momentarily stun fish in order to catch them and collect the information noted above. The most common method of electro-fishing is done with the use of backpack electrofishing equipment in wadable streams. When done properly, there is no harm done to the fish

being sampled or the worker conducting the sampling.

Electro-fishing relies on two electrodes which deliver current into the water to stun fish. A high-voltage difference causes a current to flow from the anode to the cathode. The water within the watercourse being sampled completes the “circuit”. When a fish encounters a large enough potential gradient on this path, it becomes affected by the electricity, and is stunned or paralyzed until it exits the electrical path.

The main hazard that workers encounter while electrofishing is being in the watercourse as high voltage electricity is introduced to it to conduct the fish sampling. Water is a conductor and as such, the electrical current can travel through the water and affect a worker if the proper safety precautions are not taken, or personal protective equipment worn.

Safety Requirements

Electrofishing equipment can kill you. Given the associated risks with electrofishing, it is essential that the manufacturer’s instructions for use, maintenance and personal protective equipment are followed. Minimum personal protective equipment (PPE) includes:

- Leak-free chest waders (not breathable waders);
- Elbow-length, waterproof rubber gloves;
- Wrist length linesman gloves for operating boat; and,
- Personal Floatation Device (PFD), if required. Some electro-fishing operations are carried out in watercourses that are easily wadable and not very deep (ankle to mid-calf depth); however, at times, the watercourse being sampled can be deep (mid-thigh to waist depth) and the current strong. If the depth of water reaches the waist height of the shortest person sampling, a PFD must be worn by all crew members.

In addition to the PPE listed above, an Automatic External Defibrillator (AED) is required at all electro-fishing sampling locations. If a crew member was to be inadvertently electrocuted while electro-fishing, they will most likely require to be administered a shock from the AED. When electrocuted, a person’s heart will go into fibrillation, which are very rapid irregular contractions of the muscle fibers of the heart resulting in a lack of synchronism between heartbeat and pulse. The AED shocks the heart muscles to defibrillate or return the heart muscles back to its normal synchronized heartbeat and pulse.

All crew members are also to be made aware of the closest hospital to the sampling location and the fastest route to reach that hospital. A map of the directions for the fastest route is to be always left in the vehicle and all crew members be made aware of its location.

There must be one crew leader that has completed the 1-day certification course as well as the 5 days (35 hours) apprentice time boat electrofishing to be a Level 2 crew leader. The minimum crew size for boat electrofishing crew is two (2) workers. The crew leader is to brief all members at the start of each fishing session on the safety requirements and procedures including hand signals, hospital location, AED location and ensuring that all PPE is tested for leaks.

Licensing & Registration

- All crew members must have a valid First Aid, CPR, and AED certification;
- Crew leaders are to have at a minimum Class 2 Leader certification, which is provided by a certified Class 1 leader or by receiving certification from *Institute for Watershed Science* or other accredited training institute.

Procedures for Boat Electrofishing

- Boat Electrofishing is intended to be used to sample fishes in non-wadable aquatic habitats for example coastal wetlands.
- Boat Electrofishing in Ontario is conducted according to Electrofishing Guidelines and Procedures (OMNR Policy No. FI.3.01.01), 1986 (Or most current policy) administered by the Ontario Ministry of Natural Resources (OMNR).
- Crew leaders must be:
 - 1) Certified through the Provincial Electrofishing Course administered by the Watershed Science Center or similar accredited training institute;
 - 2) Qualified for any electrofishing procedure e.g. backpack, boat, and shoreline that is planned for their work; and
 - 3) Recertified every 5 years.
- QC boats must be operated in accordance with Transport Canada regulations;
- The Competency of Operators of Pleasure Craft Regulations only apply to operators of pleasure crafts (boats used for recreational purpose). Confusion between pleasure craft operation and non-pleasure craft is common. Non-pleasure craft are commonly referred to as small commercial vessels; see Small Vessel Safety Guide (2004);
- Under the Canada Shipping Act 2001 (CSA 2001), which came into force on July 1, 2007, all non-pleasure craft vessels less than or equal to 15 gross tons (small commercial vessels) are required to be registered with the departments Small Vessel Register; and,
- All members of crew must be certified in First Aid CPR & AED

Equipment

- Cell phone;
- First Aid Kit;
- AED;
- Field Binder;
- Map of local hospital locations and contact information;
- OMNR daily check list;
- Material Safety Data Sheets;
- Applicable Field Notes;
- Applicable protocol if feasible;
- Equipment manuals;
- Staff phone list;
- Sunscreen;
- Bug spray;
- Personal Floatation Device (PFD) for each crew member;
- Waterproof insulated electrofishing gloves of at least 43 cm in length;
- Nonconductive electrofishing net;
- Nonconductive paddles i.e. wood; and,
- Safety Kit in each boat that includes:
 - Sound signaling device (e.g. whistle);
 - Flashlight;
 - Bailing bucket; and,
 - Throwline.

Materials

- Batteries for electric boat motors must be fully charged;
- Generator for electrofishing equipment must be filled with gasoline, preferably high octane, e.g. 94 octane; and,
- Ethyl Alcohol for preserving fish specimens.

Pre-Start-up Inspection Check List

- Daily Field Check Sheet Electrofisher Boat Safety Inspection, Electrofishing Guidelines and Procedures (OMNR Policy No. FI.3.01.01), 1986 (or most current).

Safety Precautions:

- Electrofishing **IS NOT** attempted if boating conditions are hazardous (e.g. storm events, rough water, fast flowing water);
- Safety rail between 91 – 105 cm high;
- Transport Canada approved Personal Floatation Device (PFD) for each crew member;
- Leak-free chest waders (not breathable waders);
- Elbow-length, waterproof rubber gloves;
- **DO NOT** reach into water at any time during electrofishing;
- Multimeter used to verify that all metal components of boat electrofishing equipment are electrically bonded;
- Nonconductive electrofishing net;
- Nonconductive paddles e.g. wood;
- Fire extinguisher;
- If holes are present in any of the PPE, try another pair of waders and/or gloves and test for holes or leaks. If they too have leaks, the worker will have to remain on shore and be note taker. Never Electrofish with holes or leaks in your PPE;
- The crew leader and members must always be talking to one another. The crew leader should be letting each member know which direction they are fishing and what way they can position themselves to best net fish. All members must be communicating about any obstacles or hazards that may cause a crew member to trip or fall or that may damage their PPE. Communication is key;
- Share duties to reduce physical stress; and,
- Make sure first aid kit is present and fully stocked.

Operation

- Provide trip plan to appropriate QC staff of electrofishing event planned for the day and provide contact information, such as cell phone number;
- Load equipment into vehicle;
- Be mindful of potential hazards when walking from vehicle to site;
- Organize equipment on boat to increase efficiency, reduce stress on fish and create a safe, clutter free work area;
- Complete safety check of electrofishing equipment;
- **DO NOT** operate electrofishing equipment if the equipment does not pass test;
- If problems with electrofishing equipment are present, report to crew leader and record in logbook; and,
- Conduct electrofishing sampling according to applicable protocol.



Shutdown:

- Boat electrofishing units are required to have various emergency shutdown devices that are designed to shut power off immediately and include:
 - Foot operated **Deadman Switch** for each person on the boat. Once the crew member’s foot releases the Deadman Switch, the power is shut off.
 - Mushroom style **On/Off Power Switch** located on the generator unit. Once the power switch is turned to the Off position, the generator shuts down and power is immediately shut off.
 - Lever style **On/Off Switch** located on the control box; once the power switch is turned Off position, power is shut off.

Compliance

Failure to comply with this policy may result in discipline up to and including termination.

Training

Employees will receive proper training concerning the Boat Electrofishing and Back-Pack Electrofishing equipment. To keep employees current in all aspects of health and safety, literature will be provided on all upcoming educational opportunities using bulletin boards, internal memos and/or newsletters. A resource library of information will be kept at the front desk. Posters promoting health and safety will be posted to encourage good safety practices in the workplace.

BUSINESS CONTINUITY

PURPOSE

Quinte Conservation has adopted this Business Continuity Planning Policy to ensure that the appropriate critical areas (including personnel and physical equipment) are identified and supported during any disruption so that our organization may continue to operate.

MAJOR FUNCTIONS

Identify critical processes, operations, and functions, including:

- i. Personnel – Identify critical roles for essential services
 - a. Train skilled employees to provide backup services for essential functions
- ii. Equipment – Determine essential equipment and establish the necessity for duplicates/back-ups
 - a. Identify resources/partners for acquiring duplicates
- iii. Obligations – Consider contractual or legal obligations/implications for services
- iv. Location – Identify any location requirements for roles as well as critical roles
- v. Reporting Structure – Establish a chain of command to ensure that clear decision makers are identified, and decisions are made with employees receiving appropriate and relevant communications

PERSONNEL

Human Resources will work with department leads to identify and coordinate training of employee's that will perform essential services as well as replacements for absent employees performing essential services.

Consideration will be given to the necessity/ability to engage external partners, staffing agencies and/or retirees for essential services.

EQUIPMENT/ASSETS

Essential equipment should be identified, and determination made to ensure accessibility and operationalization of the equipment or back-ups necessary.

Ensure access to equipment, facilities, utilities, first aid supplies, office supplies, computers, tools, vehicles, and communications equipment necessary to perform the critical tasks of the organization as well as to communicate effectively with employees and the public

OBLIGATIONS/CONTRACTS

Review potential contractual/legal implications and any associated penalties. Speak with partners to determine if there are any alternative solutions that can be put in place.

LOCATION

Identify alternate locations that work may be performed without disruption to service, specifically for critical roles/processes. Determine if additional equipment/assets/resources are needed to facilitate a location change.

REPORTING/RESPONSE

Identify the key decision-maker and back up decision maker as well as setting out plans for implementation of communication to employees including what/when and how information will be cascaded. Ensure employees are aware of how to gain further information if necessary.

RESPONSIBILITIES

Human Resources is responsible for:

- Keeping an up-to-date list of all employees and current positions; and,
- Keeping track of staff members working, staff members able to work with restrictions and staff members unable to work during the disruption.

Senior Management Team, led by the CAO is responsible to:

- Review and document the business continuity plan annually including what, how, who and when decisions are made;
- Ensure everyone is clear on roles and responsibilities in the case of implementation of a business continuity plan; and,
- Make informed, timely decisions in line with the business continuity plan and communicate such decisions appropriately.

ROLES

As part of the business continuity plan, the following roles will be assigned to individuals. Everyone must be clear on the expectations and be capable of carrying out their responsibilities.

Incident Commander

- Have clear decision-making authority;
- Set priorities, determine objectives and strategies;
- Manage the process;
- Approve resources requests;
- Ensure follow up is completed; and,
- Authorize information release

Communications Officer

- Develop accurate, accessible, timely information for use in press/media;
- Conduct periodic media briefings;
- Monitor and disseminate useful media information;
- Maintain current information summaries on the incident and make available to required personnel; and,
- Implement methods to monitor rumour control

Logistics Officer

- Provide all facilities, transportation, communications, supplies, equipment, and other resources; and,
- Identify anticipated and known service and support requirements

Finance Officer

- Provide financial and cost analysis information as requested;
- Develop operational plan from the finance side;
- Assess and monitor impacts to finances; and,
- Ensure payroll is maintained

HR Officer

- Maintain active list of employees and up-to-date contact information as well as deployment;
- Maintain communication with employees providing timely and accurate updates;
- Ensure all timesheets are completed and submitted accurately; and,



- Ensure all required PPE is available to employees

EVALUATION

Evaluation of Business Continuity Policy will be done on an annual basis to determine its effectiveness. The review will be completed by the Joint Health and Safety Committee and the Health and Safety Coordinator.

Employees are encouraged to provide feedback on an ongoing basis to assist with improvements to the Business Continuity Policy.

Based on the evaluation, any opportunities for improvement will be implemented and re-communicated. Notification of the success of this procedure will be circulated to all departments and/or posted on the Health and Safety Bulletin Board.

CANOE AND KAYAK POLICY

POLICY/PURPOSE

Quinte Conservation is committed to protecting the health and safety of all workplace parties at all workplace locations. The purpose of this policy is to ensure that Quinte Conservation complies with the Occupational Health and Safety Act and Regulations and that every reasonable precaution is taken to provide for a healthy and safe work environment.

The intent of this policy is to minimize the risk of injury associate with operating canoes and kayaks.

SCOPE

Quinte Conservation's Aquatic Science staff may require the use of a canoe or kayak to assist with some scientific surveys when motorized boats are unable to access the desired survey locations. Canoes and kayaks are considered human-powered watercrafts and are subject to regulations under Transport Canada.

RIGHTS, ROLES & RESPONSIBILITIES

Managers/Supervisors shall ensure that:

- Appropriate canoeing training is provided to their staff;
- Awareness is provided to employees on the hazards associated with canoeing;
- All accidents or incidents resulting from canoeing are investigated and reported;
- Hazards related to unsafe conditions are identified and effective control measures for the protection of workers are implemented;
- Ensure that all workers use, or wear required personal protective equipment and/or devices;
- Monitor workers to ensure procedures are followed and, when violations occur, take appropriate action in accordance with the Health & Safety Progressive Discipline Policy; and,
- All required personal protective equipment is provided to workers and maintained in good condition.

Employees/Workers shall:

- Follow the requirements outlined in this procedure and work as directed by their supervisor, in compliance with the OHSA;
- Report to his/her employer any known or suspected accidents or safety violations that may result in an injury from using a canoe;
- Report the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself, or another employee;
- Cooperate in any incident investigation process;
- Participate in all health and safety training; and,
- Always wear prescribed personal protective equipment (PPE) while electro-fishing.

REQUIREMENTS

- Work in water **IS NOT** to be attempted when velocity makes wading or canoeing conditions hazardous;
- Ensure weather conditions are safe for canoeing and kayaking. The use of a canoe or kayak **IS NOT** to be attempted during heavy rain, storm, or high wind events;
- Be aware of water temperature and potential for hypothermia;
- Never work alone. If the use of a kayak is required, stay near other field crew members and work in pairs (i.e. two kayaks, near field crew in a canoe or boat); and,
- Ensure visibility on the water and choose bright colours.

SAFETY PRECAUTIONS

- Plan desired destinations and routes before going out on the water;
- Keep all communication devices and extra batteries in a waterproof container;
- Ensure that crew members are signed out of the main office correctly;
- Provide trip plan to appropriate Quinte Conservation staff members and have the appropriate office staff contacts that are monitoring safety;
- Communicate with field crew (i.e. fatigue or hydration requirements);
- Stay hydrated;
- Ensure that field crew is aware nearest hospital, location of vehicle keys and their current location;
- Each crew member must have a valid First Aid and CPR certification;
- Take a Geographical Positioning Systems (GPS) unit;
- Ensure cell phones are charged;
- Organize equipment in the workspace to increase efficiency and create a safe, clutter free work area; and,
- Keep signalling devices within hands reach in case of emergency.

PERSONAL PROTECTIVE EQUIPMENT

- Transport Canada Approved Personal Floatation Device (PFD) for each person;
- Cell Phone for each canoe/kayak;
- First Aid Kit for each canoe/kayak that is fully stocked;
- Sunscreen;
- Hat to provide shade from sun;
- Polarized Sunglasses;
- Extra Drinking Water;
- Canadian Safety Association Standard for Safety (CSA) approved footwear to load or transport equipment and canoe/kayak; and,
- Safety Kit for each canoe/kayak:
 - a. Sound signalling device, e.g. whistle
 - b. Flashlight
 - c. Bailing bucket
 - d. Throwline.

COLD STRESS POLICY

To ensure all employees, understand and recognize the symptoms of cold stress / frostbite and the measures to prevent and treat cold related emergencies in the workplace, Quinte Conservation has created the following policy.

As employers, Quinte Conservation has a duty under section 25(2)(h) of the Occupational Health and Safety Act to take every precaution reasonable in the circumstances for the protection of a worker.

This procedure applies to all employees and contractors.

DEFINITIONS

Hypothermia -Your body begins to lose heat faster than it can be produced. Prolonged exposure to cold will eventually use up your body's stored energy.

Early Symptoms	Late Symptoms
Shivering	No shivering
Fatigue	Blue skin
Loss of coordination	Dilated pupils
Confusion and disorientation	Slowed pulse and breathing
	Loss of consciousness

Frostbite - Frostbite is an injury to the body that is caused by freezing.

Symptoms	
Reduced blood flow to hands and feet (fingers or toes can freeze)	Aching Bluish or pale, waxy skin
Numbness	Tingling or stinging

Trench Foot - Also known as immersion foot, is an injury of the feet resulting from prolonged exposure to wet and cold conditions.

Symptoms	
Reddening of the skin	Tingling pain
Numbness	Blisters or ulcers
Leg cramps	Bleeding under the skin
Swelling	Gangrene (the foot may turn dark purple, blue, or gray)

Chilblains - Caused by the repeated exposure of skin to temperatures just above freezing to as high as 60 degrees F. The cold exposure causes damage to the capillary beds (groups of small blood vessels) in the skin.

Symptoms	
Redness	Itching
Possible blistering	Inflammation
Possible ulceration in severe cases	

PROCEDURES

This policy requires the full cooperation of management, supervisors, the worker health and safety committee member, and workers.

Employees are asked to cooperate fully with this policy. All employees will be trained to recognize the signs and symptoms of cold stress in themselves, as well as in other employees.

Employees experiencing symptoms of cold stress must report to first-aid personnel immediately to obtain proper medical attention.

To monitor the effectiveness of this policy, management, in cooperation with the worker health and safety committee will perform an annual review of this possible hazard. This cold stress policy will be evaluated, and improvements will be made as needed.

ROLES & RESPONSIBILITIES

Supervisor:

- Monitor and evaluate work being done in cold temperatures to prevent or reduce chance of illness due to cold exposure;
- Schedule jobs that need to be done in the cold in a way that limits any chance of prolonged exposure to cold temperatures;
- Reduce the physical demands on workers in the cold whenever possible;
- Use relief workers or assign extra workers for long, demanding jobs;
- Provide warm liquids to workers;
- Provide warm areas for use during break periods;
- Monitor workers who are at risk; and,
- Provide cold stress training.

Employees:

- Wear appropriate clothing and wear layers of loose clothing to provide better insulation; and,
- Wear protective gear for ears, face, hands, and feet:
 - Wearing a hat will keep body warmer;
 - Limit exposure to cold;
 - Avoid touching cold metal surfaces with bare skin; and,
 - Monitor yours and coworkers' conditions.

COMMUNICABLE DISEASE PREVENTION POLICY

Quinte Conservation is committed to the health, safety, and well-being of its employees and all individuals who enter the premises.

Quinte Conservation aims to provide guidance for safe operations regarding communicable disease through this Policy by educating its employees of the symptoms, infection prevention and control, and compliance with hygiene guidelines. In addition, this policy sets out Quinte Conservation 's legal obligations under applicable legislation, as well as steps Quinte Conservation will take to limit the risk of infection and communicable diseases in the workplace.

PURPOSE

The purpose of this policy is to develop the prevention policy for communicable diseases. The goal is to identify the requirements and procedures required to control the spread of any infections at work while also maintaining safe operations of Quinte Conservation.

This policy is to serve during COVID-19 and moving forward. Safety measures will remain in effect until such time as Legislation advises otherwise.

ROLES AND RESPONSIBILITIES

Employer

Communicable diseases present a risk to the health and safety of all employees; their employers have a legal obligation to take all reasonable steps to address and manage this risk. Quinte Conservation is responsible for making sure the workplace is safe, preventing and reducing transmission among employees, maintaining a healthy business operation and work environment.

See below for steps to ensure your workplace environment is safe:

- Provide training to all workplace staff on the reporting procedures of communicable diseases;
- Review policy with employees;
- Based on hazard assessment, provide appropriate Personal Protective Equipment (PPE) to staff. Face masks, gloves, face shields and goggles if required;
- Ensure appropriate ventilation of the workplace the HVAC system is in good working order;
- Encourage good and proper hygiene practices are in place;
- Ensure steps are taken to ensure the cleanliness of all work areas;
- Advise employees to immediately inform supervisors or managers if they or somebody they have been with has been in close contact with a person who has tested positive for COVID-19;
- Ensure any staff member returning from vacation, business trip, etc. understand the quarantine guidelines; and,
- Ensure any staff member who exhibits symptoms of any communicable disease understand the quarantine guidelines.

Supervisors and Managers

Supervisors will be held responsible for the health and safety of the employees under their supervision. Duties include (but are not limited to):

- Ensure this Policy is implemented and adhered to in the workplace;
- Monitor employees for possible signs or disease symptoms;

- Ensure that any employee who exhibits symptoms leave the worksite immediately and seek medical advice;
- At all times, ensure the appropriate PPE is used in the office setting, warehouse, lunchroom, etc.;
- Advise employees of control measures put in place to protect staff; and,
- Protect the privacy of all staff who may have to leave the workplace due to symptoms or diagnosis

Employee

As per legislation, all employees must protect their own health and safety by working in compliance with requirements, any established health and safety policies and safe work practices and procedures. Duties include (but are not limited to):

- Adhere to the requirements of this policy;
- Make yourself aware of any symptoms related to communicable diseases;
- Advise supervisor if diagnosed or are exhibiting symptoms of COVID-10 or any other communicable infectious disease (as per privacy guidelines only);
- Quarantine as per legislative guidelines until clear of symptoms; and,
- Practice good social hygiene protocols

Health and Safety Committee

- Ensure employees are aware of symptoms of COVID-19;
- Ensure employees have been trained on the content of this policy;
- Ensure workplace inspections and investigations are done; and,
- Make recommendations for the improvement of the health and safety of all employees

REPORTING PROCEDURES

If an employee is experiencing symptoms of a communicable disease while at work, they would immediately advise a manager or supervisor. The following procedures should be followed:

- Employees experiencing symptoms will be sent home to recover;
- The self-isolation period will come into effect;
- Properly sanitize employees' workstations immediately with disinfecting supplies, using proper protocols;
- Do not allow this workstation to be used for 24 hours; and,
- Ensure to follow any further direction from Public Health

EMERGENCY AND PUBLIC ORDERS

Quinte Conservation will comply with all emergency orders made by the government or Public Health officials in respect to limiting physical distancing and other measures designed to prevent the transmission of communicable diseases in the workplace.

Quinte Conservation will observe any closures ordered by the government or Public Health Officials

Quinte Conservation will observe all Public Health orders and OHSa guidelines and be prepared to implement or maintain additional measures when the risk of communicable disease is elevated within their region.

Quinte Conservation will comply with any emergency or public health order, including quarantine or self-isolation because of a recent return from international or interprovincial travel.

HEALTH AND SAFETY REQUIREMENTS

To prevent the spread of communicable disease, all employees are encouraged to practice good hygiene, such as:

- Wash Hands using soap and water;
- Use alcohol-based hand sanitizer;
- Social distance;
- Cover coughs;
- Stay at home when ill;
- Frequently clean and disinfect all work areas, social areas, etc.;
- Organize the workspace to allow for social (Physical) distancing;
- Use barriers, guards, etc. within office for those who need to walk around; and,
- Use PPE as needed - For employees who have medical concerns regarding wearing PPE, the employee must provide a medical note from a certified health practitioner.

PREVENTION AND CONTROL

It is the responsibility of Quinte Conservation to monitor all local, provincial, and federal health and safety communications about regulations, guidance, and recommendations.

CONFINED SPACE PROCEDURE

The purpose of this procedure is to ensure that the hazards of performing work within a Confined Space are communicated and training is provided to all employees to effectively control the hazards.

This procedure also provides all necessary information to effectively implement the Confined Space Management Program.

SCOPE

This procedure applies to all defined confined spaces.

DEFINITIONS

Atmospheric Hazards – include the following:

- i. The accumulation of flammable, combustible, or explosive agents;
- ii. An oxygen content in the atmosphere that is less than 19.5 per cent or more than 23 per cent by volume; or,
- iii. The accumulation of atmospheric contaminants, including gases, vapours, fumes, dusts, or mists that could,
- iv. Result in acute health effects that pose an immediate threat to life; or,
- v. Interfere with a person's ability to escape unaided from a confined space.

Confined Space – A fully or partially enclosed space:

- i. That is not both designed and constructed for continuous human occupancy; and,
- ii. In which atmospheric hazards may occur because of construction, location, or contents or because of work that is done in it.

Purging – Displacing contaminants from a confined space.

STANDARDS / PROCEDURES

Hazard Assessment:

- Before each time a worker enters a confined space, a competent worker must perform a written *Confined Space Assessment*; and,
- The Assessment must include the following:
 - The hazards that may exist in the confined space;
 - The hazards that may develop while the work is being performed inside the confined space;
 - General safety hazards in the confined space;
- The employer shall ensure that the assessment is reviewed as often as is necessary to ensure that the relevant plan remains adequate;
- Every confined space must be thoroughly assessed and evaluated by a competent worker to determine whether it is possible to eliminate the atmospheric hazard completely; and,
- Even if a space is not defined as a confined space under the regulations, supervision must take every precaution reasonable in the circumstances to protect workers entering the space.

CONTROLLING THE HAZARDS

Once the hazards have been identified in the assessment, a competent person must develop a plan to eliminate or control the hazards. The plan must include these mandatory regulated requirements:

- Duties of workers;
- Coordination (Where required and prepared by the constructor);
- Rescue Procedures;
- Rescue Equipment (inspected by a competent person and methods of communication);
- Protective Clothing and Personal Protective Equipment;
- Isolation of energy and control of material movement;
- Attendants;
- Adequate means of access and egress;
- Atmospheric testing (performed by a competent person);
- Ventilation and purging; and,
- Adequate procedures for working in the presence of explosive or flammable substances.

Duties of Workers:

- Do not enter or re-enter (if the confined space has been left unoccupied and unattended) the confined space unless testing has been performed;
- Know the hazards that may be faced upon entry. Know the route of exposure, signs and symptoms and long-term effects of exposure;
- Know how to use the equipment properly (tools and PPE); and,
- Maintain communication with the attendant so that the attendant can monitor your safety and be able to alert workers to evacuate the confined space.

Alert the Attendant whenever:

- You recognize any warning sign or symptom of exposure;
- You see a dangerous condition; and,
- An alarm is activated.

Get out of the Permit space immediately whenever:

- A warning system indicating a ventilation failure is activated;
- The attendant gives an evacuation order;
- A worker recognizes any signs or symptoms of exposure;
- A person inside detects a dangerous condition; and,
- An evacuation alarm is activated.

Coordination:

- When workers of more than one employer perform work in the same confined space, the constructor must coordinate entry operations; and,
- The constructor must prepare a coordination document to ensure that the various employers perform their duties in a way that protects the health and safety of all workers entering the confined space.

Rescue Procedures:

The confined space rescue plan must include written procedures for safe on-site rescue that can be implemented immediately in case of an emergency. An adequate number of people must be available to carry out the rescue procedures immediately.

These people must be trained in:

- The on-site rescue procedures;
- First aid and Cardio Pulmonary Resuscitation (CPR); and,
- How to use the rescue equipment necessary to carry out the rescue.

Rescue Equipment:

- The rescue equipment must be readily available, appropriate for the confined space and inspected by a competent worker;
- The competent worker must keep a written record of the inspection(s); and,
- The size of the confined space opening must be considered when choosing the rescue equipment (Do not plan for a SCBA when it will not fit through the opening of the confined space).

Protective Clothing and Personal Protective Equipment:

- A Competent person should assess the protective equipment and clothing required to perform the work (e.g., gloves, boots, chemical suits, fire resistant coveralls, hearing, eye and face and respiratory protection); and,
- All workers shall be trained in the selection, care, and use of all necessary PPE.

Isolation of Energy and Control of Material Movement:

- Equipment that moves in any way (even rotation) must be isolated by:
 - Disconnecting the equipment from its power source and de-energizing the equipment and follow lockout procedures;
 - Only trained, competent employees shall perform lockout operations;
 - Pay special attention to procedures when performing live electrical work within a confined space, see Live Electrical Work operation procedure for further information; and,
 - Gloves, mats, and other insulating equipment may be required depending on the type of work. Capacitors or other components which can store a charge should be discharged or grounded.

Attendant:

An attendant must be present whenever a worker enters a confined space. The attendant is not allowed to enter the confined space unless they are replaced by another attendant in accordance with the plan.

The attendant must:

- Remain alert outside and near to the entrance;
- Be in constant communication (visual and speech) with all workers in a confined space. Radio checks shall be performed hourly as a minimum requirement;
- Monitor the safety of workers inside the confined space;
- Provide assistance as necessary;
- Be provided with a device for summoning help in case of an emergency; and,
- Initiate an adequate rescue procedure in case of an emergency.

Entry and Exit (Access and Egress):

- The means of entry and exit can be evaluated before entry by checking drawings, prior knowledge, or inspection from outside the space; and,

- Confined space entrances are generally small and not well located, these small openings must be considered in the rescue plan since they restrict the movement of workers and equipment in and out of the confined space.

Atmospheric Testing:

- If the hazard assessment determines that there is an atmospheric hazard in the confined space, atmospheric testing must be performed;
- Only a trained, competent person shall conduct atmospheric testing safely and before and during the time a worker is in a confined space to ensure that acceptable levels are maintained;
- The person performing the tests shall be trained and familiar with all atmospheric testing equipment including, calibration, maintenance, and operation of the equipment;
- If the confined space is left unattended and unoccupied, the tests must be performed again prior to re-entry; and,
- Results of every sample of a test must be recorded on the entry permit. If continuous monitoring is required, test results must be recorded at regular intervals (every hour).

Combustible, Explosive or Flammable Atmospheres (Hot Work):

- No worker is allowed to enter as confined space if airborne combustible dust or mist is present in a concentration sufficient for explosion;
- If an explosive or flammable atmosphere is detected, only certain types of work can be performed. The conditions for each type of work are specified below;
- Hot Work-means activities that can produce a source of ignition such as a spark or open flame. (i.e. welding, cutting, grinding, and using non-explosion proof electrical equipment);
- Cold Work-means activities that cannot produce a source of ignition;
- Between 0% and 5% of the LEL, hot work can be performed providing the following conditions are met;
- The oxygen content must be maintained below 23%;
- The atmosphere must be continually monitored;
- The entry permit must include adequate provisions for Hot Work; it must specify the appropriate measures to be taken;
- An alarm and exit procedure must be in place to provide adequate warning and allow safe escape if the atmospheric concentration exceeds 5% of the LEL or if the oxygen content exceeds 23%;
- Between 0% and 10% of the LEL cold work can be performed; and,
- Between 0% and 25% of the LEL, inspection work can be performed.

Ventilation / Purging:

- This is the most effective measure of control, the space can be purged of dangerous atmospheres by blowing enough fresh air, and / or by removing (or suction venting) the bad air and allowing clean air in;
- Best results are obtained by blowing fresh air into a space close to the bottom;
- Check the efficiency of the ventilation by re-testing the atmosphere with gas detection equipment before re-entry; and,
- If mechanical ventilation is used to maintain acceptable atmospheric levels, there must be a warning system and exit procedure in case there is a ventilation failure.

Entry Permits:

- A competent person must verify that the permit issued complies with the plan before every shift;
- If mechanical ventilation is used to maintain acceptable atmospheric levels, there must be a warning system and exit procedure in case there is a ventilation failure;

- Entry permits should be understood by everyone involved with the job and must be readily available to every person entering the confined space; and,
- The employer shall ensure that a separate entry permit is issued each time work is to be performed in a confined space before any worker enters the confined space.

Entry Permits shall include but not be limited to the following:

- The location and description of the confined space;
- A description of the work;
- A description of the hazards and the corresponding controls;
- The time period for which the permit applies;
- The name of the attendant;
- A record of each worker who enters and leaves;
- A list of equipment required for entry and rescue, and verification that the equipment is in good working order;
- Additional procedures and controls if Hot Work is to be performed;
- The Entry Permit may also include;
- A record of the hazard assessment; and,
- The hazard control plan and training records.

Unauthorized Entry:

The constructor must ensure that each entrance to the confined space is secured against unauthorized entry and/or has adequate barricades or signs warning against unauthorized entry.

RESCUE PROCEDURES

- Ensure that no worker enters or remains in a confined space unless, in accordance with the relevant plan, adequate written on-site rescue procedures that apply to the confined space have been developed and are ready for immediate implementation;
- Before any worker enters the confined space, adequate personnel trained in the matters listed below are available for immediate implementation of the on-site rescue procedures;
- The constructor must ensure that each entrance to the confined space is secured against unauthorized entry and / or has adequate barricades or signs warning against unauthorized entry;
- The use of rescue equipment required in accordance with the relevant plan; and,
- Establish methods of communication that are appropriate for the hazards identified in the relevant assessment and shall make them readily available for workers to communicate with the attendant.

RESCUE EQUIPMENT

The rescue equipment to be used will be dependent upon the hazards in the confined space and the relevant plan. Examples of safety equipment include:

- Harnesses and lifelines;
- Hoist / retrieval systems;
- Self-Contained Breathing Apparatus (SCBA); and,
- Airline respirators and other equipment as necessary.

It is very important to consider the size of the confined space access/egress points when selecting the type of rescue equipment to be used.

Ensure that the rescue equipment identified in the relevant plan is:

- Readily available to affect a rescue in confined space;
- Appropriate for entry into the confined space;
- Inspected as often as necessary to ensure it is in good working order, by a competent person and is appointed by the Supervisor;
- The inspection record shall be recorded in writing by a competent person, and the record of the inspection may be incorporated into the entry permit;
- Calling “911” does not satisfy the confined space regulation in an emergency, 911 is not considered ready for immediate implementation; and,
- When using radios or other methods of communication, regular checks (on an hourly basis) must be performed on the equipment to ensure it is in good working order.

ROLES / RESPONSIBILITIES

Management:

- All written rescue procedures and measures are developed and maintained;
- Before a worker enters a confined space, a written procedure is developed, maintained, and communicated to all relevant workers;
- A copy of the confined space program and relevant plan(s) is given to the client prior to any entries; and,
- Identify areas where known confined spaces exist with signage and awareness training.

Supervisor:

- A written, adequate assessment of the hazards related to the confined space has been carried out by a competent worker prior to entry;
- A written plan, including procedures for the control of hazards identified in the assessment has been implemented by a competent person for that confined space;
- All workers relevant to the confined space have been appropriately trained to perform work within the boundaries of the confined space plan; and,
- Permits are related to the plan and all paperwork is relevant and correct.

Worker:

- They work in accordance with the confined space plan, rescue plans and hazard assessment and all other requirements under the company Confined Space Management Program;
- They have received the appropriate training;
- They use all required personal protective equipment; and,
- They report all substandard conditions, actual or potential hazards and / or deviation(s) from this procedure or the Confined Space Management Program immediately to their supervisor.

COMMUNICATION

This procedure shall be communicated to all relevant trained personnel through the Confined Space Management Program. It applies only to trained employees.

TRAINING

Any worker subject to the scope of this procedure shall ensure that they have participated in a Confined Space Awareness, Entrant and Attendant Training Program prior to beginning any work related to a confined space. Training outlines the hazards and prevention methods associated with confined spaces.



EVALUATION / REVIEW

This procedure shall be evaluated on an annual basis for effectiveness and completeness by management.

CONTRACTORS AND SUB-CONTRACTORS

POLICY/PURPOSE

Quinte Conservation is committed to protecting the health and safety of all workplace parties at all workplace locations. The purpose of this policy is to ensure that Quinte Conservation follows the Occupational Health and Safety Act and Regulations and that every reasonable precaution is taken to provide for a healthy and safe work environment.

The purpose of this procedure is to establish the health & safety guidelines for contractors and subcontractors providing services at **Quinte Conservation** to ensure:

- Compliance with duties and responsibilities under the *Occupational Health & Safety Act (OH&S Act)*;
- All reasonable precautions are taken for the protection of workers; and
- Contractors and Sub-Contractors are responsible and held accountable for health and safety performance while performing work / supplying services.

SCOPE

This procedure applies to all work and processes involving contractors and sub-contractors at Quinte Conservation.

RIGHTS, ROLES & RESPONSIBILITIES

Health and Safety Coordinator

The duties of the Health and Safety Coordinator are to:

- Ensure all contractors have a good health and safety program;
- Ensure, as a part of the contract agreement, all contractors/subcontractors comply with Quinte Conservation's health and safety program when working on premises; and,
- Ensure contractors' employees are covered by the Workplace Safety and Insurance Board (WSIB) via proof of WSIB Clearance Certificate

Contractor/Subcontractor responsibilities shall include:

- Ensuring the health and safety of the employees;
- Providing qualified workers for the work being performed; and,
- Ensuring that all work that is performed is in accordance with all governing legislative and industrial standards.

Any contractor/subcontractor who fails to perform the work in the manner outlined in these documents will be held accountable, and if necessary, will be removed from the worksite.

PROCEDURES

The Health & Safety Coordinator at Quinte Conservation will ensure the following documents are reviewed and signed by the contractor/subcontractor prior to the commencement of the work:

- Contractor Safety practices Letter;
- Health & Safety Policies for Contractors and Subcontractors; and,
- Contractor General Safety Work Permit.

Quinte Conservation will communicate this procedure and relevant emergency response procedures to all contractors/subcontractors prior to the commencement of the job. The contractor will also be advised of any



special hazards, toxic chemicals and/or designated substances at the workplace. Any contractor/subcontractor performing work for Quinte Conservation is expected to follow the policies and procedures outlined on the documents described above.

TRAINING

Employees will receive in-house training concerning Personal Protective Equipment.

All employees will be fully trained in the use, maintenance, and storage of all personal protective equipment at time of hire. If equipment changes and new training is required in its use, the training will occur prior to its use. Records will be maintained following the completion of the training in the worker's personnel file.

To keep employees current in all aspects of health and safety, literature will be provided on all upcoming educational opportunities using bulletin boards, internal memos and/or newsletters. A resource library of information will be kept at the front desk. Posters promoting health and safety will be posted to encourage good safety practices in the workplace.

EVALUATION

Evaluation of the Contractor /Subcontractor Policy will be done on an annual basis to determine its effectiveness. The review will be completed by the Joint Health and Safety Committee and the Health and Safety Coordinator.

DRUGS AND ALCOHOL IN THE WORKPLACE

Quinte Conservation recognizes impairment as a serious health and safety issue in the workplace as it can reduce the abilities and judgment of employees. We also recognize that substance abuse and dependency are medical issues that certain employees may struggle with. Quinte Conservation is therefore committed to:

- Creating a safe and healthy workplace by prohibiting the unsafe use of drugs and alcohol in the workplace; and
- Providing support to any employees with dependency issues.

DEFINITIONS

Alcohol: Any beverage containing any quantity of alcohol, including, beer, wine, and distilled spirits

Drug: Any substance which can change or adversely affect the way a person thinks or feels, whether obtained legally or illegally. This could include recreational cannabis, cocaine, opiates, and amphetamines.

Drug paraphernalia: Material or equipment used or intended for use in injecting, ingesting, inhaling, or otherwise introducing a drug, illegal or controlled, into the human body.

Medication: Includes a drug obtained legally, either over the counter or through a prescription issued by an authorized medical practitioner. For this policy, medications of concern are those that inhibit a worker's ability to perform their job safely and productively.

Medical Marijuana: Cannabis that is used for medical purposes. The Ontario Human Rights Code "protects people who use cannabis for a medical purpose related to a disability from discriminatory treatment in employment".

Substance Abuse: The Code also prohibits discrimination against people who have or are perceived to have an addiction to drugs or alcohol [including cannabis] based on the ground of disability.

POLICY

To protect our organization, employees, clients, and the public at large, Quinte Conservation prohibits the use of any substances that lead to impairment such as drugs or alcohol, whether legal or illegal, while in the workplace or representing Quinte Conservation, unless they have been authorized in writing for use by management for medical reasons or in special circumstances such as a company event.

Employees may not be impaired while working, whether on-site, off-site or while working from home. Employees who are unfit to report to work for any reason should notify their supervisor using their regular process. Safety is our number one priority at Quinte Conservation.

Employees who fail to comply with this policy may face disciplinary action, including termination, or the involvement of the authorities, where necessary.

Safety Concerns with Machinery or Equipment

Driving or operating machinery, including work vehicles, while under the influence is also strictly prohibited. Should an employee who operates machinery or equipment, including company vehicles, report to work and

inform their supervisor/manager of their current state of impairment, their supervisor or manager is required to take immediate action, which may include sending the employee home in a taxicab or other commercial vehicle, and pursuing disciplinary action later when the employee is no longer impaired.

Solicitation or Possession of Illegal Substances

Solicitation or possession of illegal substances within the workplace is strictly prohibited. There are no exceptions to this rule.

Work Events

Certain work situations (work parties, events, etc.) may allow for the consumption of legal substances. These exceptions to company policy will be communicated by management, and employees will be expected to use appropriate judgment and reasonable consumption levels while in these situations.

Duty to Accommodate

Quinte Conservation is committed to providing disability-related accommodation up to the point of undue hardship to employees who come forward with an addiction issue or to employees who require cannabis for a medical purpose related to a disability under Ontario's Human Rights Code.

Employees with substance abuse or dependency concerns are encouraged to share these challenges with their manager/supervisor or HR team member so proper and appropriate accommodations can be organized. They may do so without fear of negative consequences. All employee medical information will be treated as confidential.

Medical Use of Cannabis

As per the Ontario Human Rights Code: "An employee can consume edible cannabis for a medical purpose related to a disability in an enclosed workplace, as long as it does not interfere with workplace health and safety or performing essential job duties."

In accordance with smoking and human rights laws:

- Employees may not smoke or vape cannabis for a medical purpose related to a disability in places where laws or rules prohibit smoking or vaping cannabis and tobacco for public health reasons. For example: "Ontario prohibits smoking or vaping cannabis for a recreational or medical purpose in an enclosed workplace".
- Where there is a medical need to smoke or vape cannabis, Quinte Conservation will allow an employee who smokes cannabis for a medical purpose to smoke outside in places where smoking is permitted by law.

Employee Responsibilities

Employees are responsible for:

- Following the procedures outlined in this policy;
- Informing their supervisor/manager in the event, they are under medical care and require the use of a prescription drug which may impair their abilities;
 - Employees are not to share their diagnosis or prognosis with the supervisor/manager; the information regarding their medication is precautionary only;
- Employees must also inform their supervisor/manager in the event they arrive at work impaired;

- If an employee should observe the suspected impairment of another employee, they have a responsibility for informing their supervisor/manager to ensure the health and safety of all others attending the workplace; and,
- Using their judgement in the case of work events, either taking place off-site or on QC 's premises.

Supervisor/Manager Responsibilities

First and foremost, where a manager or supervisor “observes or otherwise obtains knowledge of a worker’s impairment that could give rise to a hazard in the workplace, the supervisor is required to communicate this to any work that may be in danger and to take every precaution reasonable in the circumstances for the protection of the worker(s).” (Ontario Ministry of Labour)

Supervisors/Managers are also responsible for:

- Informing employees about and enforcing the company’s drug and alcohol policy;
- Ensuring employees under their direct supervision are fit for work;
- Alerting the authorities should an employee attempt to drive while under the influence of a legal or illegal substance;
- Providing job accommodation to employees who require it; and/or,
- Providing clear instructions to employees for special events such as company parties to ensure employees clearly understand what they are and are not allowed to do

Suspicion of Impairment

Quinte Conservation will provide training to supervisors and workers on the impact of impairment and on how to recognize and respond to possible signs of impairment.

This includes the use of the Suspicion of Impairment checklist and then follow-up actions with the employee who is suspected of being impaired.

Follow-up actions may include:

- Ensuring that the employee is returned to their home, however, if the employee is impaired, Quinte Conservation will not condone them using their own vehicle and will arrange for alternate transportation such as a taxi or an uber;
 - Should an employee insist on driving themselves, the authorities will be notified
- Scheduling a meeting with the employee at the workplace to discuss the impairment; and/or,
- Inquiring about potential dependency/addiction.

Additional actions may include drug and alcohol testing, administrative leaves or suspensions, and agreements for counselling as appropriate under human rights and employment legislation. Each situation will be assessed individually.

ELEVATING DEVICES POLICY

Quinte Conservation values the health and safety of its employees and has implemented this policy to provide employees with important information and procedures to safely operate lifting and elevating devices. Quinte Conservation will ensure that all employees adhere to the guidelines set forth by this policy, the Canadian Centre for Occupational Health and Safety, and the *Ontario Occupational Health and Safety Act (Industrial Establishments)*.

DEFINITIONS

Elevating work platforms (EWP): Hydraulically, electrically, or mechanically controlled devices used to elevate workers or materials.

Lifting device: Means a device that is used to raise or lower any material or object and includes its rails and other supports.

POLICY

Quinte Conservation follows The Industrial Establishments Regulation under the *Occupational Health and Safety Act*, and any other applicable legislation related to safety protocols when using forklifts, lift trucks, or other lifting devices. Quinte Conservation recognizes that it is the duty of the employer to take every reasonable precaution in the circumstance for the protection of workers.

In Ontario, no worker shall operate a lifting device, mobile equipment, vehicle or powered machine, tool, or equipment, unless that individual is competent to do so.

Safety Procedures

- The elevating device shall only be operated by a competent/trained employee;
- Equipment should be inspected by a technician prior to use each day as outlined in the operator's manual for that specific piece of equipment;
- Inspection should be in accordance with the manufacturer's instructions by a worker trained as per the manufacturer's procedures;
- Technicians operating the lifting devices should:
 - consider the job task to be performed, and
 - evaluate the job site location for potential hazards;
- All overhead dangers should be identified, controlled, or resolved prior to the commencement of work;
- Ground stability should be tested and confirmed. Equipment should only be operated on a firm level surface capable of withstanding the weight and all forces applied by the lifting devices;
- The travel path should be clear of all hazards such as ditches, drop offs, holes, bumps, debris, or any other potential obstructions;
- Wheel chocks should be used when parked on inclined surfaces;
- Gradability should not exceed specifications in the operator's manual;
- Outriggers or stabilisers should be used in accordance with the operator's manual;
- The basket, forks, and/or platform(s), should not be loaded or operated beyond its rated maximum weight, height or reach as specified in the operator's manual;
- Boarding/exiting/closing a forklift/lift truck/elevating work platform should be accomplished in accordance with the manufacturer's instructions and safety protocols.

- Objects or equipment with the potential of falling from lifting devices should be secured with an adequate safety lanyard and/or system;
- The operator should resolve all hazards to establish complete control of the work site and a smooth, level path of travel, capable of withstanding the weight and all forces applied by the lifting devices;
- When working with lifting devices in areas of high traffic, proper signage should be in place;
- The operator's manual should be referenced as to the safe or permissible number of people and equipment working on or in a lifting device;
- Fall protection shall be used when a worker is at risk of being ejected from the platform. The fall protection provided by the guardrail must be augmented by a fall arrest or a travel restraint system attached to the platform or device;
- An elevating work platform (EWP) shall not be moved unless all workers on it are protected against falling by a full body harness or a safety belt attached to specified attachment points on the platform;
- While working on an EWP, employees must use an approved harness fall arrest system consisting of a full body harness or 5-point harness with lanyard;
- The lanyard or strap used for safety shall be attached to the boom, basket, or platform prior to operating or elevating any lifting device, as specified in the Operator's Manual, and required by OHS regulations;
- Personnel should not sit or climb on the guardrail of the basket/platform or climb up to an already elevated platform;
- Tying off to an adjacent structure or equipment while working from the basket, or platform should not be permitted;
- Communication and observation are always essential. This includes a two-way walkie-talkie system and hand signal system;
- If the operator's manual is missing and/or any registration decals are not clearly visible, the lifting devices/EWPs should be rendered out of service;
- If any function is not working as expected, the lifting devices should be rendered out of service (locked out) and reported to management immediately;
- Employees must never exceed the rated workload of the platform. OHS regulations require a sign visible to the operator at its controls indicating the rated working load;
- Employees must never alter or disconnect or disable any safety device;
- Smoking while near the batteries or fuel supply of any lifting devices is extremely dangerous and may cause an explosion;
- Operators should keep a copy of their proof of training at the workplace, either on their person or at a convenient nearby location;
- All employees that operate lifting devices or other EWPs must ensure that they are always wearing all required safety equipment and personal protective equipment;
- Failing to comply with safety requirements may result in disciplinary action up to and including termination of employment;

Additional Employer Duties

- Quinte Conservation shall provide the lifting device/EWP operator with training and supervision to protect the health and safety of the worker and all those that work in proximity to the lifting device/EWP;
- Quinte Conservation shall acquaint a worker or a person in authority over a worker with any hazard in the use of a lifting device/EWP and in the handling, storage, use and transport of the lifting device/EWP;
- Operators will receive information and instruction on how to safely operate the class of lifting device/EWP that they will be using. Training will include the manufacturer's instructions;



- Periodic training refreshers will be performed to ensure continued operator competence;
- Quinte Conservation will keep records of operator and worker training at the workplace for health and safety purposes; and,
- All required personal protective equipment will be provided to employees by Quinte Conservation

Employees are reminded of their right to refuse unsafe work and are encouraged to familiarize themselves with the organization's Right to Refuse Policy and Procedure.

Employees are also reminded of their duty to work safety and to refrain from any actions that could endanger the safety of another person. Any unsafe driving/operation of lifting equipment (such as racing forklifts or any other dangerous behaviour) is expressly prohibited and will be met with disciplinary action.

Employees are encouraged to reach out to management with any additional recommendations or safety concerns at any time.

ERGONOMICS

MUSCULOSKELETAL DISORDER (MSD) HAZARDS

Quinte Conservation must be aware that Hazards related to poor ergonomics must be treated the same as any other workplace hazard. This means they need to be:

- Recognized and identified;
- Assessed; and,
- Eliminated or controlled.

Employers who are covered by the (OHSA), and its regulations, have legal obligations to protect workers from hazards due to poor ergonomics, such as:

- Musculoskeletal disorder,
- Visibility, and,
- Fall.

As an employer, to reduce MSD risk, you must:

- Keep equipment in good condition;
- Provide information, instruction, and supervision;
- Communicate hazards;
- Take every precaution reasonable in the circumstances;
- Make sure monthly inspection takes place (if you have more than 5 workers); and,
- Review and comply with applicable regulations.

Keep equipment in good condition

Equipment, materials, or protective devices that are in disrepair can increase the risk of an MSD.

Under clause 25(1)(b) of the OHSA, employers must make sure the equipment, materials, and protective devices they provide are maintained in good condition.

For example:

- Wheels on carts are not broken, misaligned, flat, have items caught in them or tangled with debris. This is because wheels in disrepair can increase the push/pull forces required to move the cart;
- Bearings are properly maintained, otherwise the effort required to move the equipment increases (for example, dumping cement from a cement mixer);
- Seats do not have missing or torn padding; otherwise, the amount of whole-body vibration transmitted to the worker may increase;
- Hand tools are properly maintained; otherwise, the amount of hand-arm vibration transmitted to the worker may increase;
- Hand tools do not have broken handles; otherwise, contact stress may injure the worker's hand;
- Height-adjustable equipment is not broken; otherwise, awkward postures may result;
- Hoists or mechanical lifts are not in disrepair; otherwise, physical demands on workers may increase;
- Chairs are not in disrepair; otherwise, the worker may experience poor posture;
- Keyboard trays are functioning correctly, so the keyboard is at a proper height; and,
- Overhead or task lighting is functioning correctly; otherwise, the worker may experience awkward postures or eye strain;

Provide information, instruction, and supervision

Under clause 25(2)(a) of the OHSA, employers must give their workers information, instruction, and supervision to protect their health and safety. This may include:

- Safe-work methods specific to the workplace that target a reduction in MSD risk;
- Manual materials handling techniques (for example, safe lifting, team lifting, site-specific lifting, safe pushing/pulling, etc.);
- Client or patient handling techniques and use of mechanical lifts and transfer aids;
- Computer ergonomics;
- Safe ways of using equipment;
- How to recognize the signs and symptoms of MSDs and the importance of early reporting;
- How to recognize and report MSD hazards; and,
- Workstation setup and work practices that reduce MSD risk.

Employers must also make sure that workers are supervised, so they perform the work safely and follow the information and instruction correctly.

HEAT STRESS

PURPOSE

To ensure all employees understand and recognize the symptoms of heat stress and the measures to prevent and treat heat related emergencies in the workplace.

SCOPE

Employers have a duty under clause 25(2)(h) of the *Occupational Health and Safety Act* to take every precaution reasonable in the circumstances for the protection of a worker.

This procedure applies to all employees and contractors.

DEFINITIONS

Heat Stress - Stress on your body's cooling system due to physical work and loss of fluids in an extreme heat.

Heat Rash - Red bumpy rash with severe itching.

Heat Cramps - Cramps occur from salt imbalance resulting from failure to replace salt lost from heavy sweating.

Fainting - Decreased blood flow to brain due to inadequate fluid intake.

Heat Exhaustion - Body's cooling system starts to break down due to inadequate salt and water intake.

Heat Stroke - Rise in body temperature when all body reserves are exhausted, and worker stops sweating. May develop suddenly or following heat exhaustion.

STANDARDS / PROCEDURES

This policy requires the full cooperation of management, the committee, and workers.

Employees are asked to cooperate fully with this policy. All employees will be trained to recognize the signs and symptoms of heat stress in themselves, as well as in other employees.

Employees experiencing symptoms of heat stress must report to first-aid personnel immediately to obtain proper medical attention. During days when heat stress procedures are in place, all employees will follow the contingency plans. Extra water will be available, and workers will be encouraged to drink it.

To monitor the effectiveness of this policy, management in cooperation with the committee, will perform an annual review.

ROLES / RESPONSIBILITIES

Supervisor:

- Monitor and evaluate the heat and humidex daily to prevent or reduce chances of illness due to heat exhaustion;
- Advise Workers to:
 - Drink enough fluids to replace those lost through sweating and breathing;
 - Take breaks in a cool area, as needed to avoid heat exhaustion or collapse;

- Report to their supervisor heat stress-related symptoms in themselves or their co-workers;
- Adhere to the recommended rest break schedule, established to avoid heat exhaustion or collapse;
- Provide methods of reducing risk of heat exhaustion such as fluids and area for workers to cool down if necessary; and,
- On days when Heat Stress Procedures are in effect, extra water must be available for workers.

Worker:

- Must follow safe work procedures established to prevent heat-induced illness;
- Must drink enough fluids to replace those lost through sweating and breathing;
- Must report to their supervisors any heat-related symptoms in themselves or their co-workers; and,
- Must follow the recommended schedule of rest breaks, as advised by supervisors, to avoid heat exhaustion or collapse.

COMMUNICATION

This procedure is communicated to all supervisors and employees through:

- Orientation, and,
- Postings / meetings as deemed necessary by management.

TRAINING

Training on this procedure will be done annually for Employees whose workplaces them at risk of extreme or prolonged heat exposure.

CAUSES, SYMPTOMS, TREATMENTS and PREVENTION

For details on causes, symptoms, treatment, and prevention please consult the chart at the end of this manual: HEAT STRESS.

HOSTILE CLIENT/DE-ESCALATION POLICY

Quinte Conservation is committed to protecting its employees, volunteers, and visitors from any potential hazards and/or risks of violence and hostility that may arise.

DEFINITIONS

Workplace violence or hostility - can be defined as any violent or potentially violent incident that includes:

- Attempted or actual physical assault;
- Threatening statements or behaviour; and/or,
- Any behaviour or statement that gives the employee reasonable cause to believe they are at risk of injury or harm.

Client - For the purposes of this policy, a “client” can be defined as any customer, vendor, or visitor.

POLICY

In addition to Quinte Conservation’s anti-violence policy which outlines a zero-tolerance stance on violence and harassment, Quinte Conservation will take all necessary steps to safeguard the health and safety of all its employees and ensure that all employees are prepared in the event of workplace violence or hostility perpetrated by a client or visitor to the workplace.

Language

Aggressive or abusive/hostile behaviour includes language (whether verbal or written) that may cause someone to feel afraid, threatened, or abused. It could include threats, personal verbal abuse, and/or derogatory or discriminatory remarks.

Additional behaviours include inflammatory statements and unsubstantiated allegations.

IMPORTANT: Do not wait to call 9-1-1 if you feel as though your safety or the safety of others in the workplace, including the hostile client, may be compromised.

De-Escalation Tactics for Employees

In the event of that a disgruntled, hostile, or violent client/visitor/customer poses a threat to employees or other clients in the workplace, employees should take the following steps:

- Remain calm and polite but assertive;
- Make your safety, and that of others, your top priority;
- If there is a risk of imminent violence, remove yourself and others in proximity from the situation immediately;
- Advise the client that you consider their actions to be offensive, unnecessary, and unhelpful;
- Ask them to stop;
- Appear cooperative, answer the hostile client’s question(s), and let them know you will help them as best as you can when they are calm;
- Be aware of your non-verbal communications; ensure your tone, facial expressions, body language, and gestures relay calmness and empathy;
- Avoid any rapid movements which may cause alarm;
- Speak in a calm tone of voice;
- Validate how the hostile client may be feeling “I understand your concern; the manager will review your concerns with you”;

- Maintain a safe distance from the hostile client and be prepared to secure yourself and other employees/clients in a safe space if the hostile client is throwing projectiles;
- Do your best to de-escalate the situation, approach the hostile individual with an empathetic response and acknowledge their feelings “I understand that you might be feeling really frustrated”; and/or,
- If there are other clients nearby, advise them to clear out of the space of the hostile individual

If De-Escalation Isn't Working

- End the phone call, appointment, or meeting as the case may be;
- If possible, terminate all direct contact with the client;
- Escalate and refer the client to the manager;
- Do not ignore threats of any kind;
- Do not antagonize the hostile client;
- Do not attempt to disarm or physically restrain the hostile client; and/or,
- Do not put yourself in harm's way to protect any merchandise or workplace equipment

NOTE: If you have another person nearby, call for additional support; sometimes having someone else there will deter any potential violence or threats.

After the Incident

- Contact your manager when possible and report the incident;
- When possible, document all details regarding the hostile/violent event and request that all witnesses write down any details they recall as well; and,
- If necessary, seek medical attention for yourself, the client, or anyone else who may have been harmed

Record-keeping is critical as multiple incidents will result in the refusal of service to a client. In the event of a single dangerous incident, the client may be refused service immediately at the discretion of Quinte Conservation.

Employer Responsibilities

- Quinte Conservation will ensure that all potential hazards in the workplace are identified, assessed, and controlled as best as possible;
- Quinte Conservation will take all steps to safeguard the health and safety of its employees, clients, volunteers, and visitors;
- Quinte Conservation will ensure that all incidents of violence, harassment, or hostility in the workplace are documented in an incident report and investigated accordingly;
- Quinte Conservation will ensure that no employee faces reprisals for responding to a violent or hostile situation as best as they can;
- Quinte Conservation will ensure that no employee faces reprisals for reporting an incident of violence or hostility from a client;
- Quinte Conservation will provide the appropriate support for any employees who have been faced with hostility or violence in the workplace; and,
- Quinte Conservation will uphold the organizational anti-violence policy and ensure all parties that engage in violence or hostility against employees or other clients are met with the appropriate response.

Quinte Conservation will cooperate with all legal authorities and emergency services that are called to deal with violent or hostile incidents in the workplace.

HOT WORK PROCEDURE

This procedure is to provide consistent instruction in fire safety while using portable hot work equipment including brazing, cutting, soldering, grinding, and welding operations, or other spark producing or open flame devices.

SCOPE

This procedure applies to all Employees and Contractors.

DEFINITIONS

Hot Work – Any process that may generate an uncontrolled spark or flame that could be a danger to the workplace.

STANDARDS / PROCEDURES

Hot Work Permits are not required when the hot work is being performed in an area specifically designed for hot work.

To be an exempt area, the area shall be;

- Of non-combustible and fire-resistant construction;
- Free of combustibles and flammables;
- Suitably segregated from adjacent areas;
- Equipped with fire extinguishers;
- Equipped with adequate ventilation; and,
- Inspected by a competent person prior to work beginning.

Prohibited Hot Work Areas:

- Areas, including those within a confined space, where explosive gases, vapors, or dusts exist or could accumulate;
- On metal walls, ceilings or roofs built of composite, combustibles and sandwich-type panel construction or having combustible coverings;
- On containers where flammable liquids, solids or vapors could be present; and,
- On pipes or beams that are in contact with combustible walls, ceilings, roofs, or partitions where heat can travel to and can cause ignition.

Personal Protective Equipment:

- In addition to general PPE requirements for the workplace, where torching, brazing, soldering, cutting, welding and / or grinding activities are required, workers must wear the following, as a minimum:
 - Fire resistant coveralls;
 - 100% cotton-only clothing;
 - Leather gloves;
 - CSA approved safety eyewear:
 - Welding goggles rated for appropriate welding task;
 - Full face shield for activities producing flying debris; and,
 - Respiratory protection rated for the correct type of welding fume and any off gassing of materials.

Prior to Hot Work:

- Before initiating hot work, decide whether the job can be done a different way to avoid the hot work;
- Mark the area (signs) so people are aware of the work to be performed;
- Obtain a Hot Work Permit (if applicable);
- Complete the appropriate sections of the *Hot Work Permit*;
- Survey the site and ensure operational fire extinguishers 4A 40BC, and persons qualified to operate them are immediately available;
- Utilize weld screens to protect others in the area from welding flash and sparks;
- Ensure cutting and welding equipment are in good repair;
- Ensure all Personal Protective Equipment required is in good condition and worn;
- Ensure that there is a first aid kit readily available and accessible;
- When conducting hot work near pipes containing flammable gas, ensure the section of pipe within 1 metre (3 feet) of the hot work is covered with wet non-combustible insulating material; and
- Ensure that within 35 feet (11 metres) of where the work is being performed that:
 - The floor is swept clean of combustibles;
 - Combustible floors (i.e. carpets) are wetted down or covered with fire resistant tarps / blankets;
 - There are no flammable liquids or materials present; and,
 - There are no dangerous or volatile vapors, mists, fumes, or dusts.

When working on walls, partitions, floors and ceilings:

- Ensure that combustibles are moved away from the other side of the wall, floor, partition, or ceiling;
- Block off cracks between floorboards, along baseboards and walls, and under door openings, with a fire-resistant material;
- Close doors and windows;
- Cover wall or ceiling surfaces with a fire resistant and heat insulating material to prevent ignition and accumulation of heat;
- Ensure construction materials, insulation or coverings are non-combustible; and,
- Ensure adequate ventilation is achieved.

During Hot Work:

- Adequate fire watch is to be provided for the entire duration of the hot work including during lunch and breaks;
- Adequate fire extinguishing equipment shall be maintained near the hot work for its entire duration;
- Store acetylene and other fuel in approved cylinders and in a secure and upright position;
- The atmosphere in which hot work is being performed is continuously monitored. Particularly regarding oxygen concentration; and,
- An adequate warning system and exit procedure are in place to provide adequate warning and allow safe escape if atmospheric conditions become dangerous.

After Hot Work:

- Fire watch must be provided for no less than two (2) hours after the work has stopped (or such time as may be prescribed by the Hot Work Permit);
- Work area must be monitored for 30 minutes after the job is completed, unless the client has other requirements;
- Fire extinguishing equipment must remain accessible in the area until the fire monitoring is complete; and,

- Persons completing the monitoring should conduct the final check, sign, and return to the completed Hot Work Permit to the immediate Supervisor.

ROLES / RESPONSIBILITIES

Supervisor:

- All equipment required to perform hot work is maintained in good condition;
- Ensure that the precautions listed on the Hot Work Permit are understood by the person(s) performing the hot work;
- Inform outside contractors and service personnel of this procedure and all other applicable procedures;
- Verify that outside contractors have a Hot Work Permit if one is required for the work being conducted;
- Train affected individuals working under their direction in the provisions of the hot work procedure and all requirements of the hot work permit; and,
- Ensure there is a properly trained person designated to perform fire watch and fire monitoring.

Worker:

- They work in compliance with the provisions of the Act and the regulations;
- They use the equipment, protective devices or clothing required to be worn or used;
- They report to their immediate Supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself, or another worker; and,
- They report to their immediate Supervisor any contravention of the act, regulations or this procedure or the existence of any hazard of which he / she knows.

TRAINING

All relevant employees will be required to receive training on Hot Work procedures and the Hot Work Permit.

EVALUATION / REVIEW

This procedure will be reviewed annually by management or as deemed necessary if an incident occurs and hot work plays a factor.

LADDER SAFETY

Quinte Conservation places the health, safety and well-being of all workers and volunteers as its highest priority. It will ensure employees who are working with ladders are following safety protocols. We understand the organization is responsible for the safety of the workplace and we will take all steps needed to provide a healthy and safe working environment.

DEFINITIONS/TYPES OF LADDERS

Types of Ladders

There are two types of ladders:

- Non-self-supporting ladders include:
 - A combination ladder – Portable ladder that can be used as a step ladder or extension ladder.
 - An extension ladder – Has two or more sections that can be locked together, allowing length adjustments.
- Self-supporting ladders include:
 - A platform ladder;
 - A step ladder, generally not adjustable in height; and,
 - A mobile ladder-stand or platform.

POLICY

All employees who work with ladders will receive training on their safe use prior to working with ladders.

Quinte Conservation will ensure employees are aware of the ladder manufacturer's information and instructions and any workplace practices for ladder use.

Nonetheless, Quinte Conservation will not allow employees to use ladders not designed for use near electrical wires and equipment. Examples of these ladders are metal ladders and wooden ladders with metal reinforcement

Quinte Conservation will require its employees to practice safety protocols to avoid accidents like falling and electrical hazards.

Factors to Consider in Selecting the Appropriate Ladder

When selecting the right ladder, Quinte Conservation and its employees must consider the following:

- The task and location of the work to be done;
- Worker factors, including an individual's size and weight;
- Weight of tools and equipment;
- Forces and loads applied when working on the ladder; and,
- Ladder designed use and load/weight rating.

In working near electrical wires or equipment, workers must not use aluminium ladders or ladders that are reinforced with metal.

GENERAL GUIDELINES and PROCEDURES

DOs:

- Choose the correct ladder for the task;
- Review the manufacturer's instructions;
- Ensure the ladder is in good condition by inspecting it prior to use;
- Set up the ladder properly and on a stable surface;
- Wear any applicable personal protective equipment such as proper footwear, helmet, harness, etc.;
- Make sure the ladder is placed on a stable surface;
- Ensure there are no electrical outlets, overhead wires, or other safety hazards in proximity to the ladder;
- Keep ladders clean and free from oil and grease; and/or
- Store the ladder and make sure they are secured from falling over.

DON'Ts:

- Use a ladder without proper training, PPE, or clothing;
- Use a ladder when feeling unwell;
- Move or slide while on a ladder;
- Overreach while on a ladder (If you must overreach, come down safely off the ladder and reposition the ladder to where you need it)
- Use self-supporting ladders as a non-self-supporting single ladder;
- Place ladders on items such as bricks, boxes, barrels, or unstable bases;
- Connect or tie-together ladders unless approved by the manufacturer;
- Place ladders in front of doors unless the door is open, locked or guarded;
- Climb up to the top support point or as labelled on a non-self-supporting ladder;
- Leave ladders erect and unattended; and,
- Be distracted from your task by a handheld device, taking away three-point contact.

To Ensure Safe Climbing and Working on Ladders:

- Position yourself and stay in the middle of the step or rung to maintain balance;
- Avoid overreaching (The general rule is to keep your belt buckle between the side rails);
- Do not stand or climb higher than the level indicated on the label;
- Do not stand on the top cap, top step, pail shelf, or the rear braces of a self-supporting ladder;
- When climbing up or down a ladder, you must face the ladder and maintain 3 points of contact: two feet and one hand or two hands and one foot;
 - It is dangerous to carry items in both hands while climbing up and down a ladder; and,
- Your hands must be free while climbing, so consider other options to transport tools and other items, such as tool belts, backpacks, or raising materials using a rope and container.

When Accessing Upper Levels from a Ladder:

- The top of the ladder must extend 0.9m or (3ft) above the point of support, roof edge, gutter, or eaves trough;
- Before accessing the roof or upper level, make sure the ladder is tied down or secured to avoid movement, slipping, or shifting; and,
- When getting off and on the ladder, make sure the ladder does not move.

When Using Step Ladders and Step Stools:

- When climbing up and down these ladders while carrying something, make sure that what you are carrying will not affect your ability to climb up and down:

- You must maintain balance; and
- The object must not obstruct your view;
- When you are on the ladder:
 - Keep hands above knee level when reaching down to grab items;
 - Keep the belt buckle within the outer edges of the side rails when reaching sideways; this will ensure you do not overreach;
 - Avoid leaning backward while moving objects; and,
 - Avoid going on your toes when reaching above;
- Keep both feet on the ladder while standing on it;
- Lifting and moving of materials should only be done when allowed by the manufacturer's instructions and when safe to do so;
- The maximum weight to be lifted with one hand may range between 6 to 9kg (13 to 20 lbs.), depending on your capabilities; and,
- The maximum weight to be lifted with two hands below shoulder height may range between 12 to 21 kg (26 to 46 lbs.), above shoulder height 8 to 16 kg (17 to 35 lbs.), again, depending on your capabilities.

When Using Step, Platform, and Trestle Ladders:

- When climbing up and down, face the ladder, use both hands, and maintain three-point contact. That means having two hands and one foot OR using two feet and one hand in contact with the ladder;
- When on the ladder:
 - Keep hands above knee level when reaching down to grab objects
 - Keep the belt buckle within the outer edges of the side rails when reaching sideways.
 - Avoid leaning backward while moving objects
 - Avoid going on your toes when reaching above;
- When standing on the ladder:
 - Stand no higher than the top step indicated by the manufacturer
 - Keep both feet on the ladder;
- Lifting and moving materials should only be done when allowed by the manufacturer's instructions and when safe;
- The maximum weight to be lifted with one hand may range between 6 to 9kg (13 to 20 lbs.), depending on your capabilities; and,
- The maximum weight to be lifted with two hands below shoulder height may range between 8 to 14 kg (17 to 30 lbs.) above shoulder height and 7 to 12 kg (15 to 26 lbs.) again, depending on your capabilities.

When Using Mobile Stands and Platform Ladders:

- When climbing up and down, use handrails, and face the proper direction according to the manufacturer;
- Only carry objects if allowable as outlined by the manufacturer, ensuring that it does not impair your ability to:
 - climb or descend,
 - maintain balance and field of view;
- When on the ladder:
 - Keep hands above knee level when reaching down to grab objects
 - Keep your belt buckle within the centre of the ladder when reaching sideways. Remember that your belt buckle must stay within the outer edges of the side rails to ensure you maintain balance and do not overreach
 - Avoid leaning backwards while moving objects

- Avoid going on your toes when reaching above to place an object
- Keep both feet on the ladder;
- Lifting and moving of materials should only be done when allowed by manufacturers' instructions and safe to do so;
- The maximum weight to be lifted with one hand may range between 6 to 9 kg (13 to 20 lbs.), depending on your capabilities;
- The maximum weight to be lifted with two hands below shoulder height may range between 12 to 21 kg (26 to 46 lbs.) above shoulder height and 8 to 16 kg (17 to 35 lbs.), again depending on your capabilities;
- When working on mobile ladder stands, you must be readily able to achieve three points of contact with the ladder at any time; and,
- When using a mobile ladder stand or platform:
 - Do not overreach
 - Avoid forceful or pushing/pulling movements where there is the potential for an unexpected reaction.

When Setting up Extension Ladders:

- Lay the ladder on the ground close to the area of use;
- Brace the ladder with the object or another person's feet; and,
- While grabbing the top of the ladder, raise the ladder over your head, walking toward the base of the ladder.

When Using an Extension and/or Single Ladders, which include Sliding, Fixed, Portable:

- When climbing up and down, face the ladder and use both hands to maintain three-point contact: that would be two hands and one foot OR two feet and one hand;
- When on the ladder:
 - Keep hands above knee level when reaching down to grab items
 - Keep your belt buckle within the outer edges of the side rails when reaching sideways
 - Avoid leaning backward while moving objects
 - Avoid going on your toes when reaching above;
- When standing on the ladder:
 - Stand no higher than the top step indicated by the manufacturer
 - Keep both feet on the ladder;
- You can lift or move objects when on a ladder only when safe to do so and allowed by the manufacturer;
- The maximum weight to be lifted with one hand may range between 6 to 9kg (13 to 20 lbs.), depending on the capabilities of the person. You must maintain three-point contact (two feet and one hand) with a ladder; and,
- When working on the ladder, use only one hand to receive, lift, and move items while maintaining three-point contact (two feet and one hand in contact with the ladder).

Quinte Conservation will have the following information clearly marked on the ladder based on the CSA standard for single and extension ladders:

- Place the ladder on a firm level surface at a slope of 1 in 4:
 - The ladder must be positioned so that for every 4 feet in height, the ladder is 1 foot out at the bottom
 - For example, at a 12-foot height, the ladder must be 3 feet from a wall;
- Make sure all 4 ends are secured against movement;
- Check the ladder before each use;

- Make sure ladder locks are engaged;
- Ladders are for one person only;
- The use of damaged ladders can be dangerous;
- Do not overreach;
- Keep buckle between side rails;
- Do not misuse it;
- For extension ladders incorporating locks, the statement “caution this ladder is not designed for separate use”; and,
- Avoid contact with electrical wiring or devices.

LOCK-OUT/TAG-OUT

The purpose of this policy is to ensure that all energy sources are isolated and effectively controlled prior to any work being done on or near machinery or equipment.

DEFINITIONS

Affected Person - Persons who are not directly involved in the work requiring the hazardous energy control, but who are in the work area.

Authorized Employee - a person who is qualified to engage in hazardous energy control because of knowledge, training, and experience and has been assigned to engage in such control.

Energy Source - Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, gravitational, stored, or other energy.

Locked out - Means, in respect of any equipment, machine or device, that the equipment, machine or device has been rendered inoperative and cannot be operated or energized without the consent of the person who rendered it inoperative.

Lockout Device - a mechanical means of locking out an energy source using an individually keyed lock to secure an energy-isolating device in a position that prevents movement of a machine, equipment, or process.

STANDARDS / PROCEDURES

1. Prepare for Shutdown - The authorized person will identify the machine, equipment, or process that requires lockout, which sources of energy are present and must be controlled, and what lockout device will be used. This step involves gathering all required equipment
2. Notify all Affected Personnel - The authorized person will communicate the following information to notify affected persons:
 - What is going to be locked/tagged out;
 - Why it is going to be locked/tagged out;
 - For approximately how long the system will be unavailable;
 - Who is responsible for the lockout/tagout, if not themselves; and,
 - Who to contact for more information

This information should also be present on the tag required for the lockout.

3. Equipment Shutdown - Follow the shutdown procedures set out by the manufacturer or the employer. Equipment shutdown involves ensuring controls are in the off position, and verifying that all moving parts, such as flywheels, gears, and spindles have come to a complete stop.
4. Isolation System - Follow the lockout procedures for the identified machine, equipment, or process. Review the following isolation practices for various forms of hazardous energy:
 - Electrical energy - switch electrical disconnects to off the position. Visually verify that the breaker connections are in the off position. Lock the disconnects into the off position;

- Hydraulic and pneumatic potential energy - set the valves in the closed position and lock them into place. Bleed off the energy slowly opening the pressure release valves. Some procedures for pneumatic energy control may require that pressure relief valves be locked in the open position. Some procedures for hydraulic energy, for example lifting devices, may require blocking;
 - Mechanical potential energy - Carefully release energy from springs that may still be compressed. If this is not feasible, block the parts that may move if there is a possibility that the spring can transfer energy to it;
 - Gravitational potential energy - Use a safety block or pin to prevent the part of the system that may fall or move; and/or,
 - Chemical energy - locate chemical supply lines to the system and close and lockout the valves. Where possible, bleed lines and/or cap ends to remove chemicals from the system.
5. Dissipation of Residual or Stored Energy - Electrical energy - Follow the method of discharging a capacitor for the system provided by the manufacturer:
- Hydraulic and pneumatic energy - Setting the valves in the closed position and locking them into place only isolates the lines from more energy entering the system. In most cases, there will still be residual energy left in the lines as pressurized air or fluid. This residual energy can be removed by bleeding the lines through pressure relief valves. Verify depressurization or use flange-breaking techniques;
 - Gravitational potential energy - If possible, bring the equipment or machine to ground level; and/or,
 - Chemical energy - if available, bleed lines and/or cap end to remove chemicals from the system.
6. Lockout/Tagout - When the system's energy sources are locked out, there are specific guidelines that must be followed to make sure that the lock cannot be removed, and the system cannot be inadvertently operated:
- Each lock should only have one key (no master keys);
 - All keys must be removed from the locks and kept with the person who applied the lock; and,
 - There should be as many locks on the system as there are people working on it.
7. Verify Isolation - Verify that the system is properly locked out before beginning any work:
- Visual inspection of:
 - Electrical connections to make sure they are open;
 - Suspended parts are lowered to a resting position or blocked to prevent movement;
 - Other devices that restrain machine or process movement;
 - Valve positioning for double block and bleed - closing two valves of a section for a line, and then bleeding the section of the line between the two closed valves;
 - Presence of solid plate used to absolutely close a line; and,
 - Any other acceptable method of energy isolation
 - Testing Equipment:
 - Test circuitry (should only be done by a certified electrician);
 - Check pressure gauges to make sure hydraulic and pneumatic potential energy has been removed; and,
 - Check temperature gauges to make sure thermal energy has been discharged
8. Perform Maintenance or Service Activity - Complete the activity that required the system to be locked out.

9. Remove Lockout/Tag out Devices - To remove locks and tags from a system that is now ready to be put back into service, the following general procedure must be followed:
 - Inspect the work area to make sure all tools and items have been removed
 - Confirm that all employees and persons are safely located away from the hazardous area
 - Verify that controls are in a neutral position
 - Remove devices in opposite order in which they were installed and re-energize the system
 - Notify affected employees that servicing is complete.

LOCKS CAN ONLY BE REMOVED BY THE OWNER!

If a worker fails to remove a lock and tag and leaves the work area, and can be reached, they may authorize the Supervisor to cut off the lock. If the worker cannot be reached, the Supervisor after checking that the equipment can be operated safely may authorize the removal of the lock and tag. A written record of such removal must be kept on file.

The worker is to be contacted regarding their lock being removed at the earliest opportunity to ensure that they do not return to work on the equipment and not realize that their lock has been removed and the equipment may be energized.

It is not permitted to remove another worker's lock unless the preceding steps were followed.

STORED ENERGY HAZARDS

Can include electrical current, spring-loaded devices, suspended weight (gravity), compressed air or gases. Each type of energy source requires an appropriate means of isolation.

EQUIPMENT REQUIRING SPECIFIC HANDLING

Some equipment may require a specific "Isolation" procedure to ensure all sources of energy are de-energized. The Supervisor will ensure that the equipment, machinery and / or process is identified, and an appropriate specific "Isolation" procedure is in place and followed.

MULTIPLE PERSON LOCK-OUT

Each person working on the machinery, equipment or process is responsible for locking out the energy-isolating device. Multiple locks can be applied with scissor adapters.

The first worker who applies the lock (must be an authorized company employee) must make sure the lockout is effective and the equipment will not start. When each worker has finished maintenance, the worker removes only their own personal lock. The worker who removes the last lock (who is the worker who applied the first lock) should check that all workers are in the clear and that the equipment can be safely restarted.

MULTIPLE POINT LOCK-OUTS

To effectively lockout equipment with multiple energy sources, you must lockout all energy-isolating devices. An equipment, machinery or process specific lockout procedure will be required to identify all the lockout points.

ISOLATION OF ELECTRICAL ENERGY SOURCES

Electricity is the most common energy source that needs to be locked out. For plugged in type of equipment, a personal lock is not necessary if the person doing the work keeps the plug-in view and under control (Coiled)



while working on the equipment. If the worker must leave the equipment, then a lock / tag is required. Before doing any work, the worker must ensure that all moving parts have stopped and are secured.

For hard-wired equipment, the equipment or machine will need to be shut-off making sure that all moving parts have come to a complete stop.

**ISOLATION BY MEANS OF START / STOP BUTTON OR OTHER CONTROL SWITCH IS NOT ACCEPTABLE
PAY PARTICULAR ATTENTION TO ENSURE ALL MULTIPLE ENERGY SOURCES ARE IDENTIFIED AND
INCLUDED IN ISOLATIONS**

Isolation of lighting circuits in fused / breaker panels can be achieved by removing the fuse or flipping the breaker switch to the off position and locking and tagging the breaker switch or the lighting panel door closed.

It is preferred that an electrician removes the fuse(s) to provide additional isolation of the system(s).

Following isolation, the systems are to be locked and tagged.

**WHEN OPERATING A POWER DISCONNECT SWITCH, EMPLOYEES MUST, LOOK AWAY FROM THE BOX,
STAND TO ONE SIDE OF THE SWITCH BOX, ON THE SIDE OF THE HANDLE, AND USING THEIR LEFT
HAND, OPEN OR CLOSE THE SWITCH.**

MENTAL HEALTH AND WELLNESS

Quinte Conservation recognizes that psychological injuries may be work-related, and discriminatory treatment based on mental health disabilities and addictions may occur in the workplace. There are laws in Ontario that cover three different areas that are discussed below:

- freedom from discrimination and duty to accommodate;
- workplace safety insurance; and,
- occupational health and safety.

FREEDOM FROM DISCRIMINATION AND THE DUTY TO ACCOMMODATE

The Ontario Human Rights Code states that every person has a right to equal treatment in employment without discrimination or harassment based on disability, among other grounds. Disability includes mental health disabilities and addictions.

For example, an employer cannot fire a worker or deny them a job or promotion because of mental health issues or other disabilities. The employer has a duty to accommodate the workers' disability-related needs unless doing so would cause undue hardship, based on high costs or health and safety factors.

The Ontario Human Rights Code sets out the roles of the three pillars of the human rights system:

- Ontario Human Rights Commission (OHRC);
- Human Rights Tribunal of Ontario (HRTO); and,
- Human Rights Legal Support Centre (HRLSC).

The OHRC has a mandate to protect, promote and advance human rights in Ontario through education, policy development, public inquiry, and litigation. It has developed a policy on preventing discrimination based on mental health disabilities.

Workplace safety insurance

A worker may be entitled to compensation under the Workplace Safety and Insurance Act (WSIA) if they experience chronic or traumatic work-related mental stress.

Occupational health and safety

Workplace violence and workplace harassment may result in psychological injury. The Occupational Health and Safety Act (OHS) sets out the rights and duties of all those who have a role in dealing with workplace violence and workplace harassment.

The OHS requires employers to:

- have workplace violence and workplace harassment policies and programs in place; and,
- ensure that appropriate information is shared with workers about these policies and programs.

MOUNTING AND DISMOUNTING EQUIPMENT

Employees are required to:

- Mount and dismount equipment only where steps and/or handholds are provided;
- Inspect, and where necessary, clean, and have repairs made to steps and handholds;
- Face the equipment when mounting and dismounting;
- Maintain a 3-point contact with the steps and handholds;
- Never get on or off a moving piece of equipment;
- Do not try to climb on or jump off equipment when carrying tools or supplies;
- Do not use any controls as handholds when entering or leaving the operator's station; and,
- Pay attention to wet, icy, and uneven conditions.

PANIC AND EMERGENCY ALARM POLICY

POLICY STATEMENT/PURPOSE

Quinte Conservation Association is committed to the health, safety, and well-being of all employees, and will strive to ensure that all appropriate safeguards are enacted to protect employees while working at the main office. This policy has been adopted to provide a consistent approach to this type of work.

RIGHTS, ROLES & RESPONSIBILITIES

To ensure the safety of our employees, Quinte Conservation shall:

- Take all reasonable steps to eliminate any hazard(s) identified;
- Take all reasonable steps to control any hazard(s) that cannot be reasonably eliminated;
- Communicate the findings of the hazard assessment in writing to affected employees; and
- Provide employee training and education to limit dangers of members of the public.

PROCEDURES

Panic Alarm:

- The panic alarm is located under the front desk at the Quinte Conservation main office. It is attached under the desk for practicality and to make it discreet;
- The panic alarm is used when the employee at the front desk feels the lives of any/all employees in the building could be in danger and should evacuate;
- To activate the panic alarm the panic button needs to be pressed for 5 seconds;
- After pressing the panic alarm, a chime is activated that can only be heard from the back and upstairs of the office;
- When employees hear the chime, they should evacuate out the nearest exit and meet behind the pavilion where they cannot be seen from the lobby inside the Quinte Conservation main office;
- Alarm Systems will call and ask if police are needed, if possible, the employee at the front desk can answer and discreetly say "YES"; and,
- If it is not possible for the employee at the front desk to answer the phone the Accounting Clerk or another staff member will answer the phone and communicate with Alarm Systems what is needed.

Emergency Button:

- The Emergency Button is located on all office phones within the Quinte Conservation main office;
- The Emergency button should be used when someone comes into the office and the employee at the front desk feels as though having someone come out into the lobby would be helpful to the situation. Also, the Emergency Button can be used by any staff member in their office if they feel unsafe or need help (ex. Medical Emergency);
- After pressing the emergency button, it will ring on every phone at the Quinte Conservation main office. The display will say the phone that is calling followed by "EMERGENCY";
- STAFF SHOULD NOT ANSWER THE "CALL"; and,
- Any available staff member and/or someone on the Joint Health and Safety Committee should immediately check the situation when the Emergency Button is activated.

TRAINING

- Every employee that works at the front desk full time or as a cover person should know the procedure

and be trained on it before starting work at the front desk;

- Every year the Panic Button and the Emergency Button on the office phones should be tested;
- Every employee at the main office should be informed of the procedure and what to do when each button is pressed; and,
- Members of the Joint Health and Safety Committee will communicate to ensure all members are aware when there will be limited people in the office and what staff member will help the employee at the front desk in case of an emergency.

PERSONAL PROTECTIVE EQUIPMENT POLICY (PPE)

The purpose of this standard is to communicate the proper care, selection, and use of PPE to employees and ensure that they are always protected when all other means of eliminating hazards have either failed or are not practicable.

At Quinte Conservation, employees may be required to wear the following PPE, depending on the location or the job duties:

- Safety boots;
- Hardhats;
- Ear Protection;
- Reflective vest;
- Safety goggles;
- Welding masks;
- Protective gloves;
- Full suits for asbestos removal;
- Partial or Full masks; and,
- Personal Floatation Devices.

Any use of PPE will follow the below guidelines. Employees are required to wear the required PPE. Failure to do so will result in disciplinary action.

DEFINITIONS

CSA – Canadian Standards Association.

dB_A - A measure of sound level in decibels using a reference sound pressure of 20 micro pascals when measured on the A-weighting network of a sound level meter.

Decibel - A unit of measurement of sound pressure level that is equal to 20 times the logarithm to the base 10 of the ratio of the pressure of a sound, divided by the reference pressure of 20 micro pascals.

Equivalent Sound Exposure Level - The steady sound level in dBA, which, if present in a workplace for eight hours in a day, would contain the same total energy as that generated by the actual and varying sound levels to which a worker is exposed in their total workday.

OHSA – Occupational Health and Safety Act.

PPE – Personal Protective Equipment, refers to protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury. The hazards addressed by protective equipment include physical, electrical, heat, chemicals, biohazards, and airborne particulate matter.

STANDARDS/PROCEDURES

Personal Protective Equipment (PPE) reduces or prevents workers from exposure to occupational health and safety hazards where other controls are not reasonable or available. The equipment acts as a barrier to protect workers from blows to the body, loud noises, heat, chemicals and infections, electrical and other hazards. Task-specific hazard assessments will be conducted to determine the type of PPE required for the task.

Workers will be trained on the safe use, handling and storage of PPE required for their job tasks. It is the responsibility of the worker to inspect PPE prior to use. If PPE is damaged or otherwise defective, it must be removed from service and reported immediately.

As per Ontario Regulation 851, S. 137: Protective clothing or other safety devices that has been worn next to the skin shall be cleaned and disinfected prior to being worn by another worker.

Eye and Face Protection

Eye Protection – CSA approved safety glasses must be worn when the worker is exposed to the hazard of eye injury. Side shields must be utilized with Prescription Safety Glasses.

Full Face Protection – Face Shields are to be worn as required (task-specific, SDS, etc.). Face shields must be worn (with safety glasses) for all hot work activities and when there is a possibility of injury to the face (i.e. cutting, grinding). Weld shields must be worn for all welding activities.

Foot Protection

CSA certified footwear, as a minimum, must be worn when the worker is exposed to the hazard of a foot injury.

Head Protection

Adequate head protection shall be worn when the worker is exposed to the hazard of head injury.

Hand Protection

Suitable gloves shall be worn when handling sharp material such as glass. In most cases, cotton gloves are acceptable. Gloves should not be worn when work is being performed around moving machinery as it could cause an entanglement hazard.

Skin Protection

Full-length pants and a short or long-sleeve shirts shall be worn at a minimum while operating equipment.

Suitable and adequate apparel, or a shield, screen or similar barrier shall be worn when the worker is exposed to the following:

- A noxious gas, liquid, fume, or dust;
- A sharp or jagged object which may puncture, cut, or abrade the worker's skin;
- A hot object or hot liquid; and/or,
- Radiant heat.

Hearing Protection

As per Ontario Regulation 851, S. 139: Quinte Conservation will take all measures reasonably necessary in the circumstances to protect workers from exposure to a sound level greater than an equivalent sound exposure level of 85 dBA, Lex,8. Workers will be trained in the proper selection, use, care, and maintenance for PPE appropriate in the circumstances to protect them from hazardous sound levels.

It is recommended that each worker have hearing protection available for use at their work area, and it is to be always worn in areas where noise levels regularly exceed 85 dBA, Lex,8. (i.e. sawing, drilling, etc.). As an example – if you cannot hold a normal conversation (without shouting) at about 3 – 4 feet due to noise, then hearing protection is likely required.

This does not mean that protection is required only where area sound levels exceed 85 dBA. For example, a 12-hour exposure to 84 dBA would mean that worker protection is mandated because the Lex,8 exposure limit would be exceeded.

Respiratory Protection

As per Ontario Regulation 851, S. 130 of the OHS Act; Workers who may be exposed to a biological, chemical, or physical agent that may endanger the worker's health or safety shall be trained in the proper use and care of required PPE.

The proper type and style of NIOSH approved respiratory protection specific for the given hazard must be used.

- It is vital that the respirator is in good working order and fits correctly. Facial hair must be minimal to ensure a tight seal;
- A pulmonary function test/medical clearance is required prior to use of respiratory protection; and,
- Employees must successfully complete a FIT test prior to the use of respiratory equipment.

Remember: If you are unsure about the personal protective equipment required for the task being completed, ask your supervisor for advice.

ROLES/RESPONSIBILITIES

Employer

- Shall take all measures reasonably necessary in the circumstances to protect workers from exposure to hazardous sound levels through a combination of engineering controls, workplace practices and personal protective equipment; and,
- Shall ensure a clearly visible warning sign shall be posted at every approach to an area in the workplace where the sound level regularly exceeds 85 dBA.

Supervisor

- Wear the required PPE for the work they are supervising;
- Verify that the required PPE is available to the employees; and,
- Ensure workers under their authority are using and maintaining PPE as required.

Employee

- Wear all PPE as required in policy, practices, and procedures;
- Care for and maintain the PPE issued to them according to manufacturer's instructions, codes of practice, and related training they have received; and,
- Inspect all components of PPE prior to use and use only approved PPE that is in good condition or repair.

PSYCHOLOGICAL HEALTH & SAFETY POLICY

POLICY STATEMENT

Quinte Conservation is dedicated to providing a psychologically safe and healthy working environment for all its employees. Quinte Conservation understands that psychological health and safety is embedded in the way employees interact with one another and we must structure our working conditions and management practices around an environment that prevents psychological harm and promotes the psychological wellbeing of all our employees. The Psychological Health and Safety in the Workplace Policy of Quinte Conservation sets forth the commitment and guidelines our organization has in place to promote a safe and healthy working environment.

PURPOSE

The purpose of this policy is to ensure that Quinte Conservation is following the Occupational Health and Safety Act and Regulations and that every reasonable precaution is taken to provide for a healthy and safe work environment.

SCOPE

The standard applies to all Quinte Conservation employees in all workplace locations

DEFINITIONS

All definitions are from the *Canadian Standards Association (CSA)*:

Harm: an injury or damage to health.

Hazard: a potential source of psychological harm to a worker.

Health: a state of complete physical, social, and mental well-being, and not merely the absence of disease or infirmity.

Health Promotion: the process of enabling people to increase control over and to improve their health.

Mental / Psychological Health: a state of well-being in which the individual realizes his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully, and is able to contribute to his or her community.

Organizational Culture: a pattern of basic assumptions invented, discovered, or developed by a given group that are a mix of values, beliefs, meanings, and expectations that group members hold in common and use as behavioural and problem-solving cues.

Psychological Safety: the absence of harm and/or threat of harm to mental well-being that a worker might experience.

Psychologically Healthy and Safe Workplace: a workplace that promotes workers' psychological well-being and actively works to prevent harm to worker psychological health including in negligent, reckless, or intentional ways.

Risk: the combination of the likelihood of the occurrence of harm and the severity of that harm.

Risk Assessment: the overall process of risk analysis and risk evaluation.

Risk Evaluation: the process of comparing the estimated risk against given risk criteria to determine the significance of the risk.

GUIDELINES

Quinte Conservation's drive to promote a working culture that fosters psychological health and safety in the workplace is based on the Canadian Standards Association's CAN/CSA-Z1003-13/BNQ 9700-803/2013 Standard: Psychological Health and Safety in the Workplace - Prevention, Promotion, and Guidance to Staged Implementation. Quinte Conservation realizes that commitment, leadership, and worker participation are all crucial elements to the success of psychological health and safety within the organization.

Quinte Conservation is committed to the growth of a psychologically safe and healthy working environment by implementing a Psychological Health and Safety Management System.

RIGHTS, ROLES & RESPONSIBILITIES

Employer

The duties of the employer are to:

- Engage all stakeholders in regular dialogue that facilitates understanding of organizational needs and goals;
- Engage all workers in understanding the need for a psychologically safe and healthy working environment; encourage participation in various programs implemented to ensure psychological health and safety;
- Continually develop and maintain policies to promote psychological health and safety within the organization; and,
- Conduct ongoing research such as focus groups, surveys, and audits to determine the psychological health and safety of the organization; ensure results from these evaluations are communicated to the workplace and follow-up action plans are implemented to drive a positive working environment.

Management/Supervisor

Management/Supervisory duties are to:

- Form and promote organizational ethics and company values that reinforce the development and sustainability of a healthy and safe working environment;
- Continually develop and support key objectives to improve the psychological health and safety in the workplace;
- At all times, lead and influence organizational culture in a positive manner;
- Ensure that psychological health and safety is part of the organizational decision-making process;
- Engage workers to be aware of the importance of psychological health and safety;
- Be able to identify psychological health and safety hazards and address them; accordingly, identify workplace needs; and,
- Provide necessary feedback to help Quinte Conservation determine the effectiveness of psychological health and safety within the workplace.

Employee

The duties of the employee are to:

- Participate in the continual development of psychological health and safety plans and policies;

- Aid the organization in identifying and removing barriers which exist within the working environment; and,
- Participate in workplace health and safety committees to develop policies which promote psychological health and safety.

PROCEDURES

Identify, Assess and Control Psychological Hazards

When assessing the working environment of Quinte Conservation, the following factors will be looked at:

- Psychological support;
- Organizational culture;
- Clear leadership and expectations;
- Civility and respect;
- Psychological job demands;
- Growth and development;
- Recognition and reward;
- Involvement and influence;
- Workload management;
- Engagement;
- Work/life balance;
- Psychological protection from violence, bullying, and harassment;
- Protection of physical safety; and,
- Other chronic stressors as identified by workers.

To determine psychological hazards in the workplace, Quinte Conservation will look at and gather organizational data including:

- Existing organizational policies and plans pertinent to psychological health and safety in the workplace;
- Job descriptions/job demands analysis;
- Aggregated administrative data, such as: rates of absenteeism; rates of turnover; return to work and accommodation data; short-term disability (STD) and long-term disability (LTD) costs; employee and family assistance plan (EFAP); claims data such as benefit utilization rates, disability relapse rates, and workers compensation data; review of incident reports/worker complaints/investigations; and health risk assessment data;
- Laws and regulations, including human rights; OHS acts; violence and abuse prevention in the workplace; labour laws; and workers compensation;
- Standards, codes, and guidelines;
- Worker engagement indicators and worker feedback (e.g., surveys, participation rates);
- Report(s) from unions or worker groups regarding exposure/risk information;
- Diverse perspectives (e.g., mental illness, cultural differences), including those with personal experience of mental health issues, various cultures, etc.;
- Results of organizational audits; and,
- Industry or association established best practices.

Factors Leading to a Psychologically Unsafe Workplace

According to CSA standards, the following are factors that lead to a psychologically unsafe workplace:

- Job demands and requirements of effort;
- Job control or influence;

- Reward (praise, recognition, credit);
- Fairness; and,
- Support.

Quinte Conservation will evaluate the above factors within the organization. To ensure a positive working environment for employees, the organization will ensure the following:

- Clear leadership and expectations are in place;
- Psychological competencies and requirements are known and addressed;
- Organizational culture is presented and demonstrated in a positive nature;
- Civility and respect are present, organization wide;
- Growth and development are encouraged by supervisors and senior management;
- Recognition is given to employees to encourage morale;
- Employee involvement and influence on company ideas, Workload management for all positions;
- Employee engagement;
- Work/life balance is protected;
- Psychological protection is in pace; and,
- Protection of physical safety.

Preventive and Protective Measures

Quinte Conservation will ensure preventive and protective measures are always in place for psychological hazards in the following priority:

- Eliminate the hazard(s);
- Implement controls to reduce the risks related to hazards that cannot be eliminated;
- Implement use of personal protective equipment (PPE) in applicable circumstances;
- Implement processes to respond to issues that can impact psychological health and safety of workers;
- Offer resources to workers who are experiencing mental health difficulties, whether these difficulties relate to organizational factors or personal factors (Insert resources available, if any).

Education, Awareness and Communication

Quinte Conservation shall:

- Provide information about factors in the workplace that contribute to psychological health and safety, and specifically how to reduce hazards and risks that potentially cause psychological harm and how to enhance factors that promote psychological health;
- Ensure employee education, awareness, and understanding regarding the nature and dynamics of psychological illness, safety, and health;
- Communicate existing policies and available supports;
- Communicate processes available when issues can impact psychological health and safety;
- Communicate information about the psychological health and safety system and related plans and processes; and,
- Include employee ideas, concerns, and input for consideration

Reporting and Investigation

The following are procedures for reporting and investigating work-related psychological health and safety incidents (such as psychological injuries, illnesses, acute traumatic events, fatalities, and attempted suicides). All reports of psychological issues must be directed to the CAO, Brad McNevin. The CAO will refer the matter to a person experienced in psychological injury and incident investigation or a properly trained individual to address

the issue:

- Workers are encouraged to report any hazards, errors, adverse events and / or close calls as soon as possible to the CAO, Brad McNevin, in person or in writing; if filed in person, documentation must be made regarding the report;
- Once a report has been filed, an investigation as to organizational system factors that may have contributed to the incident or hazard must be conducted;
- Identification as to immediate and underlying causes of incidents and recommended corrective and preventative actions;
- Actions will be put in place to mitigate any consequences of work-related psychological injuries, illnesses, acute traumatic events, chronic stressors, fatalities, attempted suicides and psychological health and safety incidents; and,
- Follow up on the effectiveness of any preventive and corrective actions must be completed.

When investigation results are completed and recommendations are developed, they must be communicated to all workplace parties involved. Recommendations will form the basis for the corrective actions that are to be taken. Investigations and recommendations are to be used to continually develop and improve the psychological health and safety of Quinte Conservation Association's workplace.

Quinte Conservation may engage external providers and suppliers whose personnel interact with those of the organization to conduct investigations and provide recommendations. To protect the psychological health and safety of our employees, the external provider will address any issues or concerns identified in the workplace. Employees will be made aware of contact information and the reporting process to the external support.

Quinte Conservation provides services through the ComPsych Guidance Resources, and they can be reached in the following manner:

Call: 844-814-2415

TTY: 877-373-4763

Online: guidanceresources.com

App: GuidanceNow

Web ID: CAEAP

CONFIDENTIALITY

In accordance with the Privacy Act and PIPEDA (Personal Information Protection and Electronic Documents Act), Quinte Conservation will always ensure to handle sensitive personal information in a confidential and appropriate manner. It is understood that relevant employees of Quinte Conservation may become aware of confidential information while conducting psychological health and safety evaluations of the workplace. All confidential information and relevant psychological hazards regarding any of our employees will be kept confidential both during and after all terms of employment.

REMOTE WORKING

This Quinte Conservation Remote Work Policy lays out the expectations for employees who work from places other than our offices. We want to make certain that these arrangements benefit both employees and our organization. The intention of this policy is to outline parameters of working at home to ensure safety and success for both the employee and the organization.

DEFINITIONS

Remote work - means working from a home or from another location rather than being required to go to the physical workplace or the employer.

Intellectual property - includes intangible creations of the human intellect such as copyrights, patents, trademarks, and trade secrets. For the purposes of this policy, it also refers to any content, project or idea created for the employer by an employee.

POLICY

This remote work policy explains the guidelines that employees must follow when working from a non-office location, as well as their responsibilities while working remotely. Other provisions are provided within the Core Protective Documents regarding working from home/remote working arrangements.

TERMS AND CONDITIONS

Employees may only work from home or remotely with the prior approval of their supervisor or manager.

Employer Responsibilities

- Provide relevant health and safety information and plans to ensure the employee's safety while working from home including but not limited to ergonomic safety, fire safety, and working alone, and ensure employees are following these expectations;
- Set clear expectations surrounding duties, expectations, and deadlines as well as the importance of taking scheduled breaks; and,
- Provide the necessary information and equipment the employee requires to complete their duties and maintain client and company information safely and confidentiality.

Employee Responsibilities

Employees are expected to:

- Be working during the times set out in their employment contract, taking breaks as outlined;
- Maintain contact with the office and keep managers informed about the status of projects and any issues that arise;
- Behave in a professional, respectful, and courteous manner always when representing the organization, whether by phone, email, or any other internet platform or communication channel;
- Follow the health and safety guidelines provided from the employer for setting up a safe working environment at home including but not limited to office ergonomics, fire and electrical safety, and violence and harassment;
- Immediately report any health and safety accident or incident to the employer, just as they would at the office so that it can be followed up on and investigated as required;
- Ensure all computers, devices and operating systems are set up according to the specifications of Quinte Conservation;



- Ensure all confidential or proprietary information is secured using appropriate online security features such as closed internet connections, firewalls, or encryption, or in locked filing cabinets. Employees must report any security breaches to their supervisor immediately; and,
- Ensure all physical property loaned by the company is maintained in good working order and notify management immediately if any equipment is broken, damaged, lost or stolen.

All property of Quinte Conservation, including physical property and intellectual property, remains the property of the organization and must be returned to Quinte Conservation at the end of the teleworking arrangement or the end of the employment relationship, whichever occurs first.

Any employee who fails to comply with the responsibilities outlined in this policy may have their teleworking privileges revoked, or be subject to disciplinary action, including termination of employment.

Insurance and Liability

Quinte Conservation employees who work from home will continue to receive full company benefits, such as health insurance and worker's compensation. Note: this benefit has restrictions if an employee is out of province or out of country. Employees are required to request approval prior to moving locations.

Employees are encouraged to work from a safe and secure location and to maintain high levels of safety.

Equipment

Employees must keep the equipment provided by Quinte Conservation secure and avoid any misuse. Employees must specifically:

- Maintain password protection on their equipment;
- When not in use, keep equipment in a secure and clean location;
- Follow all data encryption, security, and privacy settings; and,
- Avoid downloading any suspicious, unauthorized, or illegal software.

Guidelines

To ensure that employee performance does not suffer because of remote work, we recommend our remote employees to:

- Pick a good workspace that is quiet and free of distractions;
- Have a sufficient internet connection for their job;
- During working hours, they must devote their full attention to their job duties;
- Maintain agreed-upon break and attendance schedules with their manager; and,
- Ensure that their schedules overlap with those of their team members for as long as is required to effectively complete their job duties.

SAFE DRIVING POLICY

At Quinte Conservation, safety is the top priority. Driving a motor vehicle, while a common and necessary task, is a dangerous activity that must be undertaken with all possible safety precautions in place. Employers and employees of Quinte Conservation must work together to protect the safety of those who drive on behalf of the company as well as that of fellow motorists and members of the public. This policy will outline procedures and guidelines that employees who drive on behalf of the company must always adhere to.

POLICY

This policy has been put into place to protect those who drive on behalf of the company, as well as members of the public. This policy must be followed in its entirety, always by anyone driving on behalf of the company, whether in a company-owned vehicle or a personally owned vehicle being used for business purposes.

Breaches of this policy may result in immediate suspension or termination, or legal action where applicable. Quinte Conservation will cooperate fully with authorities where a breach of the law has occurred or is suspected to have occurred.

Only employees who have been authorized by management to drive on behalf of the company may do so. If an employee has been permitted to drive on behalf of the company, this privilege may be revoked at management's discretion.

If any employee of Quinte Conservation has any concerns whatsoever about the safety of a vehicle or about the ability of any employee to operate a vehicle safely, this employee has a responsibility to bring this to the attention of management or a safety committee member immediately. This includes the employee's own abilities or the abilities of another driver. This includes temporary conditions such as feeling fatigued or unwell, or having taken a prescribed or over the counter medication that is affecting the employee negatively. If an employee has any concerns about their ability to drive safely, they must not drive and must instead speak to the supervisor.

In addition to driving safely, employees are required to behave in a professional and courteous manner while driving for Quinte Conservation. If employees are using a company vehicle, the brand and logo are visible to everyone. Whether in a company-owned vehicle or not, remember employees are representatives of the company while on business. Be polite, follow the rules of the road, do not participate in road rage activities or any other behaviours that breach policies such as our code of conduct or harassment or violence policies.

Vehicle Safety

All motorized vehicles used for business purposes must be maintained in safe operating condition, and be appropriately insured, whether employer or employee owned. Safety inspections and checks of each vehicle will be conducted annually. All vehicles should be equipped with a fully stocked First Aid kit.

Driver Credentials

- Drivers MUST possess a valid driver's licence for the class of vehicle they are operating, and they must have it on their person while driving;
- Drivers must have a thorough understanding of the rules and regulations of the roadways on which they operate and will be required to participate in any specialized driver training specified by the company;

- Drivers must follow the rules of the road, as well as any safe driving techniques the employer outlined, while operating a motor vehicle during working hours;
- Drivers are required to provide a copy of their driver's licence to Quinte Conservation and update it every year;
- Drivers are also required to provide a copy of their insurance information and any such records will be maintained securely in the employee's personnel file for a period of three years;
- Drivers may be required to provide a clean driving record/abstract to the employer; and,
- Drivers are required to report any changes in their driving credentials or record to their supervisor or manager immediately, including:
 - Violations (such as speeding)
 - Accidents involving the use of a vehicle
 - Medical restrictions (such as prescription eyewear)
 - Convictions
 - Felonies involving the use of a vehicle.

Adhere to Driving Laws

Drivers must follow all traffic laws including but not limited to:

- Wearing a seatbelt while driving and do not drive if a passenger is unbuckled;
- Adhering to posted speed limits and traffic signs;
- Watching for pedestrians, construction, and vehicles that make frequent stops;
- Utilizing car headlights or hazard lights properly; and,
- Staying focused, alert and at an appropriate distance from other motorists.

Dangerous Driving and Illegal Driving Practices

Quinte Conservation will not tolerate any type of dangerous or careless driving including but not limited to:

- Driving while impaired. Employees may not drive under the influence of any substance which may hinder their ability to drive safely, whether that substance is legal or not. If employees may be impaired in any way, for any reason, they must not drive;
- Reckless or aggressive driving; and/or,
- Purposely breaking laws such as texting while driving, operating cell phones or other hand-held devices such as GPS devices or computers while driving or at a traffic stop. If employees need to make a call, send a text, check a message, or look for directions on their map app, they must pull over to a safe location.

Distracted Driving

Being distracted while driving is dangerous yet preventable. The smallest distraction can lead to a driving error that could have negative consequences. Drivers are advised to exercise caution when (and avoid where possible):

- Talking with passengers;
- Adjusting the music within the car;
- Adjusting the temperature or car accessories;
- Eating or drinking; and/or,
- Reaching for something on another seat

In addition, drivers should not take their focus off the road to focus on things such as grooming, dressing or anything of the like. If employees could be distracted by a task, they must pull over to complete it.



Inclement Weather or Night Driving

Employees who encounter inclement weather while driving such as fog, rain, snow, ice, or extreme wind are asked to adjust their driving immediately and take appropriate precautions, such as slowing down or pulling over to a safe location until the weather passes. Employees are further encouraged to be proactive by staying abreast of weather conditions and warnings prior to departing. In the case of severe weather, employees must contact their supervisor for direction and/or consult the company's inclement weather policy.

Employees must be aware that driving at night poses extra risks that must be considered. Some people experience compromised vision and others get fatigued at night. If an employee's vision is compromised at nighttime, speak to their supervisor, and arrange to complete their driving during light hours.

When driving at night, it is important to:

- Stay alert and slow down;
- Stop to rest if needed;
- Keep windshield clean;
- Dim dashboard and avoid looking directly into oncoming lights; and,
- Wear glasses that have anti-reflective coating.

Accidents or Traffic Incidents

In the event of an accident or incident, safety is the primary concern.

- If an employee or someone else requires medical attention, call 9-1-1 immediately and follow the directions of the first responders;
- If possible, obtain the contact and insurance information of any other parties involved in the altercation and provide personal information; and,
- As soon as it is safe to do so, report the accident or incident to the supervisor to ensure all appropriate follow up actions can be taken by the appropriate parties such as management or the Health and Safety committee.

Examples of items that may need to be completed are notifying contact persons, incident reports, health and safety committee investigations, repairing equipment, organizing time off work, notifying insurance companies, or any number of other items.

Even when an incident is minor or seems inconsequential, employees must report it to their supervisor.

VEHICLE PRE-USE INSPECTION

The pre-use inspection is an important part of the safety program. Inspecting the vehicle can help detect problems before they become more serious. A Pre-Use Inspection Report must be completed by the operator before each shift.

Employees are required to check their equipment thoroughly, including the following components (if applicable):

- Adjust the seat, seat belt, and mirrors;
- Check the horn, wipers, and all gauges;
- Check emergency equipment;
- Check lights and signals;
- Inspect tires;
- Check the tailgate and tarp system; and,

- Check other items specific to the piece of mobile equipment they are operating.

VEHICLE BACKING UP AND BLIND SPOTS

Reversing vehicles and equipment on construction projects and other working areas pose a serious hazard for personnel on foot. Fatal accidents resulting from workers being backed over by dump trucks and other equipment occur all too frequently. Anyone on foot in the vicinity of reversing vehicles or equipment are at risk.

Whenever possible, avoid backing up by pulling through.

A spotter may be required to direct a vehicle backing up when the driver's view is obstructed.

OPERATING A TRUCK AND TRAILER

Employees are to follow Quinte Conservation policies and maintain professionalism while operating a truck with a trailer.

HITCHING TRAILER TO TRUCK

General Guidelines

- Steel toe boots are required;
- Back the truck up as straight as possible to the trailer;
- When you are close to the trailer, adjust hitch height;
- Hitch hooked onto ball and secured;
 - Trailer ball fully tightened;
- Safety pins;
 - Hitch pin secured;
 - Tongue pins secured (Electrofisher);
- Attach safety chains and ensure they are crossed under trailer and secured;
- Attach the Emergency breakaway switch cable (Stanley Boat) to the vehicle;
- Ensure trailer jack is fully retracted;
- Plug light adapter into vehicle;
- Properly secure items and equipment;
- Remove blocks behind tires (place the board back, when unhooking the trailer); and,
- Circle check the vehicle and trailer.

DRIVING WITH TRAILER

General Guidelines

- Determine blind spots and spacing with the trailer attached;
- Watch for trailer sway that typically occurs during high speeds and travelling on downhill grades:
 - To assist with sway while towing the Stanley Boat, the operator can use the trailer brake control system if you need more braking ability. When you stop increase the brakes using the plus sign. If the trailer tires skid or jerk the truck, when you stop decrease the brakes using the minus sign. The red button can be used to test the trailer brakes before departing. Hold the red button to turn the trailer brakes on then let go to turn them off;
- If you are changing lanes, be sure to check blind spots and spacing because they increase with trailer attached;
- Allow plenty of stopping distance and avoid:
 - Sudden acceleration, braking and manoeuvring;

- Sudden stops as this may cause the trailer to jackknife or slide sideways;
- Following vehicles too closely;
- Fast lanes;
- Anticipate problems by looking ahead further than needed and observe traffic conditions;
- When turning and/or travelling around a sharp bend, be sure to:
 - Make wide turns;
 - Watch road lines;
 - Stay close to middle lane when driving on a curve;
 - Move ahead until your vehicles front wheels are well ahead of the curb before making a right turn;
 - Turn wide well into the intersection before making a left turn and ensure oncoming traffic is avoided;
- Passing:
 - Avoid passing and take your time;
 - If passing is required, make sure there is enough room to complete the pass and do not cut back into the lane too soon;
- Being passed:
 - Let other vehicles pass freely and move over as close to right side as possible;
 - A wall of wind from being passed may push your trailer, do not brake, steer your vehicle and trailer back into position (a slight increase of speed might help); and,
- Adjust speed to adapt to weather and road conditions.

BACKING UP WITH TRAILER

General Guidelines

- Shorter trailer will turn faster and can be difficult to back up;
- Longer trailer will turn slower and are easier to back up;
- Trailer steers in opposite direction of vehicle;
- Back up slowly;
- Avoid Jackknife by:
 - Correct excessive turns by steering the same direction as the trailer is moving or by pulling forward and trying again;
 - Go slow;
 - Exaggerate your turns;
- Watch the front of the vehicle to avoid collisions;
- Truck pushes trailer so envision your truck and trailer as the same unit; and,
- Check your mirrors and look over your shoulder.

SAFE LIFTING PROTOCOL: TIPS FOR SAFE LIFTING

- Plan before you lift. Remove anything that is in the way. Pushing is easier than pulling. Pulling is easier than carrying. Lowering loads causes less strain than lifting;
- Get help for heavy or bulky loads. Use equipment like a cart to help when possible;
- Warm up your muscles with gentle stretches before you lift. This is very important if you have been sitting for more than 15 minutes before lifting;
- Test the weight of the load first. Be sure that you can handle it safely. A big load of the same weight will put more strain on your body than a small load. Break your load into smaller or lighter loads;
- Face the way you need to move. Avoid twisting or side bending. Turn your entire body. Place your feet wide apart to keep your balance;
- Hold the load close to your body. Grip the load using your whole hand not just the fingers. Using your whole hand will give you the greatest grip area and strength. Balance your load evenly between both arms;
- Lift with as straight a back as is comfortable. Tighten your abdominal (stomach) muscles. Bend your legs so they do the lifting;
- Keep the load between shoulder and knee height. Avoid reaching;
- Change your position and stretch to relax and rest your tired muscles;
- You need time to recover your strength between lifts to be able to work safely. Repeated and long lifts are the most tiring. Switch between heavy loads and lighter ones;
- Plan where to set the load down. Place loads on a raised platform. Leave enough room for your hands to grip the load. Avoid placing loads directly on the floor;
- Rest more often when it is hot and humid; and,
- Take more time to warm up your muscles when it is cold.

SAFE OPERATION OF EQUIPMENT AND POWER TOOLS

To ensure the health and safety of our employees, Quinte Conservation has adopted and implemented this Safe Operation of Equipment and Power Tools Policy.

POLICY

Quinte Conservation will ensure that all tools and equipment meet The Canadian Standards Association (CSA) regulations and standards, including but not limited to the following:

- All tools and equipment are inspected prior to use;
- All tools and equipment are used properly and in a safe manner;
- All tools and equipment are only used for the application/purpose they were designed for;
- Employees/operators that use the tools and equipment have read and understand the manufacturer's instruction booklet;
- No person shall remove or modify fixed safeguards;
- Employees/operators that use the tools and equipment will ensure all safeguards are in place and functioning prior to each use;
- Tools and equipment must be equipped with a constant pressure switch to shut off power when pressure is released;
- Employees/operators must inspect tools, power cords, and electrical fittings for damage prior to each use;
- Employees/operators must ensure all electrical connections and wiring follow applicable electrical codes;
- Employees/operators must use GFCI on all outdoor electrical receptacles, in wet environments or in confined spaces;
- Employees/operators must not handle energised cords or tools when hands, feet, or the area is wet;
- Employees/operators must keep power cords clear of tools while in use;
- Employees/operators must ensure power cords do not become trip hazards;
- Employees/operators must switch tools off before connecting to a power supply;
- Employees/operators must repair/schedule repair, replace or remove from service any damaged tools and immediately report to management;
- Employees/operators must wear appropriate personal protective equipment (PPE) for the job (safety glasses, hearing protection & gloves);
- Employees/operators must remove loose fitting clothing, jewellery, ties, and tie back long hair that may accidentally get tangled in rotating equipment;
- Employees/operators must clamp or anchor items to prevent it from slipping;
- Employees/operators must not overload tools;
- When using a hand-held circular saw, employees/operators must have a guard that automatically adjusts to the thickness of the material being cut and covers the cutting area of the blade when the saw is removed from the material;
- Prior to drilling into walls or the ground, accurately determine and mark the location of utilities;
- Every employee and equipment operator must follow the guidelines set out in this policy and all applicable legislation outlined in the Industrial Establishments section of the Occupational Health and Safety Act;
- Any employee who operates a heavy vehicle/machinery must ensure they have a valid DZ licence;
- Employees shall ensure that prior to operation of a powered lift truck/forklift, a pre-use inspection is completed as per manufacturer's guidelines and documented. All defects should be reported to the operator's supervisor immediately;

- The operator of the lift truck/forklift must utilize all safety devices and equipment (including required personal protective equipment);
- No load may exceed the maximum rated load and all loads must be handled in accordance with the height and weight restrictions on the vehicle's load chart; and,
- A crane, lift truck or other equipment shall be used to support, raise, or lower a worker only when the employee is:
 - equipped with adequate safety devices that will automatically prevent the platform and load from falling if the platform's normal support fails
 - suspended from a boom that does not move, and the person is attached to a separate lifeline suspended from the boom or a fixed support capable of supporting at least four times the weight of the worker,
 - attached to a mast or boom which is hydraulically or pneumatically operated and is equipped with a safety device that will prevent free fall of the platform in the event of a pressure line failure.

Training

Quinte Conservation will ensure any machine, lifting devices, or piece of equipment shall only be operated by authorized persons.

A person shall not be authorized to operate a machine or piece of equipment until:

- The person has been adequately instructed and trained;
- Has demonstrated the ability to safely operate it; and,
- All employees receive instruction on proper use of power tools, the required PPE, recognize unsafe conditions and how to control or eliminate any hazards.

Inspection and Maintenance Records

When legislation requires a machine or piece of equipment to have an inspection and maintenance record, the following shall be implemented:

- An effective written or other permanent recording system or log shall be immediately available to the equipment operator and any other person involved with inspection and maintenance of the equipment;
- The recording system shall identify the make, model and serial number of the equipment, the work done, the status of the equipment or machine for further use; and,
- The records shall be kept for the duration of the service life of the machine or equipment.

Flammable Vapours

Portable electrical and battery-operated tools may be capable of igniting flammable vapours.

Workers shall use a "hot work permit" when working near a potential source of flammable materials/vapours or work a safe distance away from potential flammable materials/vapours.

Tractors and other self-propelled farm equipment

Quinte Conservation will ensure that the Occupational Health and Safety Act as well as all other applicable legislation related to the occupational use of tractors and other self-propelled machinery and farm equipment are strictly adhered to, including but not limited to:

- Any employee who is operating a tractor or other self-propelled farm machinery will be qualified to operate and have the necessary knowledge, skills, and experience;
- Any employee who is operating a tractor or other self-propelled farm machinery is familiar with the OHS Act and the regulations, and has knowledge of any potential or actual danger to health and safety at the workplace;

- Quinte Conservation will provide information, instruction, and supervision to employees, so they know how to safely operate a tractor, apply the instructions in the operator's manual, and recognize hazards and how to control them;
- Prior to starting a tractor, employees must perform an inspection to ensure that all parts are in good working order;
- If any part of the tractor or self-propelled equipment is damaged or defective, employees must immediately report it to their manager or supervisor and move the tractor to a safe location pending repair;
- Employees must wear all necessary safety equipment such as seat belts and helmets;
- Employees must ensure that the tractor is equipped with a Roll-Over Protective Structure, if necessary;
- An operator must disengage the Power Take-Off (PTO) when it is not in use. The PTO shield should be in place whenever equipment is in use; and,
- Operators must do a visual inspection of the general area to ensure that the path for the tractor is clear and free of obstructions, debris, or uneven surfaces

SHARPS AND NEEDLESTICK SAFETY POLICY

Quinte Conservation is committed to ensuring the health and safety of our employees, specifically with regards to any hazards they may come across during their job duties. As needles are instruments used by employees of Quinte Conservation, this policy has been developed to outline the hazards of using them and how employees can mitigate these risks and avoid workplace injuries.

DEFINITIONS

Needlestick injuries are: wounds caused by needles that accidentally puncture the skin (Source: Canadian Centre for Occupational Health and Safety).

Sharp - means a needle, safety engineered needle, lancet or other similar instrument that is designed to puncture the skin of individuals or companion animals for medical purposes and that is sold to consumers in Ontario, whether it is sold by the producer of the sharp or by another person, and includes anything affixed to the sharp, including a syringe (Source: O. Reg. 298/12: Collection of Pharmaceuticals and Sharps).

POLICY

As Quinte Conservation is committed to communicating to its staff any hazards they may encounter, this policy has been developed for the prevention of needlestick injuries.

Needlestick injuries are generally known as a hazard for any employees who work with hypodermic needles and any other needle equipment. At Quinte Conservation, there are times when the use of hypodermic needles is necessary.

Hazards of Needlestick Injuries

- The transmission of infectious diseases, including blood-borne viruses; and/or,
- The injection of hazardous fluids into the body

Prevention of Needlestick Injuries

Employees of Quinte Conservation are to follow all recommended safety guidelines when using needles. This includes:

- Only using them once;
- Effectively disposing of them in the appropriate containers;
- Requesting additional training in the case when an employee is unsure how to use the needle safely;
- Safely recapping the needle after use (for specific types only); and/or,
- Notifying the supervisor/manager immediately if a needle penetrated any part of the body so that surveillance measures can be put into place.

Additional Safety Practices

- Do not administer medications from the same syringe to another patient, even if the needle has been changed in-between patients;
- Once a needle has been used, it cannot be used for any other purpose and must be disposed of; and/or,
- Employees may not enter a vial, bag, or bottle with a syringe that has been previously used.

Work Practices for Sharps Safety

As employees of Quinte Conservation may also come into contact with sharps in their positions, the following

safety practices must be adhered to:

- It is important for an employee to recognize that there is a danger from sharps that could result in infectious disease and so it is vitally important to handle them with care;
- Employees must always dispose of any sharps in an appropriate container;
- These containers must be able to close, be leak-proof, are puncture-resistant, and are in accessible locations;
- If an employee notices a defect with a sharp's container, the employee is responsible for notifying their supervisor or health and safety representative as soon as possible;
- To be able to close safely, it is important that any sharps containers are not over-filled; and,
- If an employee recognizes that it is time to empty the sharps container, they must notify the local Health Unit

SLIP, TRIP AND FALL PREVENTION

PURPOSE

The purpose of this policy is to minimize injury, illness, or death associated from slip, trip and fall related incidents. Procedures include worksite evaluations, elimination of slip, trip and fall hazards, and employee training.

SCOPE

This standard applies to all Quinte Conservation employees and is used in conjunction with Quinte Conservation's 'Hazard Reporting' policy.

DEFINITIONS

Workplace – means any land, premises, location, or thing at, upon, in or near which a worker works.

Slip – happens where there is too little friction or traction between the footwear and the walking surface.

Common causes of slips are:

- Wet or oily surfaces;
- Occasional spills;
- Weather hazards;
- Loose, unanchored rugs or mats; and/or,
- Flooring or other walking surfaces that do not have same degree of traction in all areas.

Trip – happens when your foot collides (strikes, hits) an object causing you to lose the balance and, eventually fall. Common causes of tripping are:

- Obstructed view;
- Poor lighting;
- Clutter in your way;
- Wrinkled carpeting;
- Uncovered cables; and/or,
- Bottom drawers not being closed uneven (steps, thresholds) walking surfaces.

RIGHTS, ROLES & RESPONSIBILITIES

Employer

The duties of the employer are to:

- Provide safe work practices for all employees;
- Provide information to employees about health and safety hazards;
- Identify and correct health and safety hazards and encourage employees to report hazards; and
- Ensure proper application of the 'Hazard Reporting Program' by maintaining safe and healthy working conditions.

Management/Supervisor

The duties of Management/Supervisors are to:

- Ensure periodic workplace inspection is conducted to identify slip, trip, and fall hazards;
- Properly address slip, trip, and fall hazards promptly and consult with the employer and/or health and safety coordinator if a slip, trip and/or fall hazard cannot be abated;
- Ensure appropriate training is provided for all employees who will be working in higher risk areas where

slip, trip and fall hazards are prevalent;

- Evaluate employees' compliance with safe work practices; and,
- Promptly reporting all employee injuries to the employer and/or health and safety coordinator.

In addition, Management/Supervisory duties are to (as per Quinte Conservation's Hazard Reporting Policy):

- Respond to the employee's concern in a timely fashion and ensure the hazardous condition is resolved;
- Ensure that copies of the 'Hazard Report Form' are distributed to the Health and Safety Coordinator; and,
- Ensure that standard operating procedures for all equipment are easily accessible for all employees.

Employee

The duties of the employee are to:

- Adhere to the recommended housekeeping practices and other safe work practices to prevent slip, trip, and fall related incidents. This includes cleaning up spills immediately (with appropriate Personal Protective Equipment if necessary), marking spills and wet areas, mopping, or sweeping debris from floors, and removing obstacles from walkways, and keeping areas free from clutter.

In addition, the duties of the employee are to (as per Quinte Conservation's Hazard Reporting Policy):

- Report to his/her manager/supervisor any hazardous conditions that may exist in the workplace;
- Complete a 'Hazard Report Form' and provide it to his/her manager/supervisor; and
- Bring the matter to the attention of the Joint Health and Safety Committee if the response provided by the manager/supervisor is not satisfactory.

Health and Safety Coordinator

The duties of the Health and Safety Coordinator are to:

- Develop, implement, and maintain the Slip, Trip and Fall Prevention policy;
- Assist departments in evaluating areas where slip, trip and fall hazards are prevalent and providing suggestions to help abate noted deficiencies;
- Make available training for employees who work in areas where slip, trip and fall hazards are prevalent; and,
- Assess and report trends in injury and/or incidence rates related to slip, trip and fall hazards, using data reported.

PROCEDURES

Hazard Identification/Inspection

Slip, Trip and Fall Hazards

Common slip, trip and fall hazards result from:

- Wet or contaminated floors (e.g. grease, liquids, ice, oil, dust, fine powders, etc.) such as:
 - Rainwater - Transmitted internally from open external doors or from the feet, coats, or umbrellas of pedestrians or from building leaks;
 - Water, Other Fluids - From spills, plumbing leaks, cleaning, ice machines;
 - Body Fluids - Blood, vomit;
 - Condensation - Variations in temperature;
 - Dusts - Natural or from stored materials; and/or
 - Debris - Bags, paper, food residues, soil, cardboard boxes;
- Uneven walking surfaces, holes, changes in level, broken or loose floor tiles, defective or wrinkled carpet

or uneven steps/thresholds;

- Mats or rugs not lying flat on the floor;
- Obstructions and accumulation of objects in walkways (e.g. hoses, cords, cables, debris, etc.); and/or,
- Inadequate illumination.

Inspections to identify slip, trip and fall hazards are to occur during the monthly workplace inspections in accordance with Quinte Conservation's 'Workplace Inspections' policy. Reporting will occur during these inspections as well as under Quinte Conservation's 'Hazard Reporting' policy. For higher risk areas, more frequent inspections are recommended at least once a week; more frequently depending on the likelihood for changing conditions.

Recommended inspections should minimally include evaluation of the following:

- Condition of floors, carpets, and steps;
- Housekeeping practices;
- Lighting levels;
- Presence and condition of guardrails/handrails at elevated work surfaces; and,
- All access areas, emergency exits, and stairs clear of unnecessary material and equipment.

Hazard Control Measures

General Housekeeping Procedures/Safe Work Practices

The following housekeeping procedures and safe work practices must be followed to prevent accidents associated with slip, trip and fall hazards:

- General Safety
 - Avoid running or walking too fast, especially in higher risk areas;
 - Avoid carrying items that will obstruct one's view of their walking pathway;
 - Avoid walking through potential slip, trip and fall hazards; and,
 - Use extra caution when traveling both outdoors and indoors during/following wet weather.
- General Housekeeping Procedures
 - Clean up spill immediately. For greasy liquids, use suitable cleaning agent;
 - Do not leave floors wet after cleaning – clean them to a completely dry finish if possible. If "clean-to-dry" is not possible, then use barriers and "wet floor" warning signs to keep people off the wet area;
 - Use cleaning methods that do not spread the problem. Small spills are often better dealt with using a paper towel instead of a mop that wets a larger area of the floor; and,
 - Do not use cardboard to soak up spills.
- Slip Hazards
 - Floors, platforms, and walkways shall be maintained in good repair and reasonably free of oil, grease, or water. Mats, grates, or other methods that provide equivalent protection shall be used on areas where operation requires walking on slippery surfaces;
 - Slip-resistant floor coatings should be used in areas that are likely to get wet or subject to frequent spills;
 - Slip hazards must be identified and removed promptly; and,
 - Warning signs or other equally effective means (barricades) should be used as a warning system in areas where a slip hazard is present.
- Trip Hazards
 - Platforms and walkways shall be free of obstructions and dangerous projections (e.g. extension cords, power cables, hoses, carts, boxes, debris);



- Position equipment to avoid cables crossing pedestrian routes; use cable covers securely fixed to surfaces, or consider use of cordless tools;
- Surfaces in poor repair (i.e. holes, surface upheaval, and broken tiles) shall be repaired or guarded by readily visible barricades, rails, or other equally effective means; and,
- Ensure floor mats and rugs are securely fixed and do not have curling edges.

TRAINING

Employees will receive in-house training concerning slip, trip and fall prevention. To keep employees current in all aspects of health and safety, literature will be provided on all upcoming educational opportunities using bulletin boards, internal memos, and newsletters. A resource library of information will be kept at the front desk. Posters promoting health and safety will be posted to encourage good safety practices in the workplace.

SMOKE-FREE WORKPLACE

Extensive health research has shown that smoking or inhaling second-hand smoke has an adverse effect on health and wellness. Quinte Conservation is committed to upholding the law and promoting a safe and healthy workplace for all employees and visitors by prohibiting smoking and vaping in enclosed workspaces.

DEFINITIONS

The following definitions have been taken from Ontario.ca or the Smoke-Free Ontario Act.

Enclosed workplace - means any part of a building, structure, or vehicle with a roof that an employee works in or visits, even during off-hours. This includes hotel rooms and vehicles used for business purposes.

Electronic cigarettes - means a vaporizer or inhalant-type device, whether called an electronic cigarette or any other name, which contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled by the user of the device directly through the mouth, whether or not the vapour contains nicotine.

Smoking - means smoking (inhaling and exhaling) or holding lighted tobacco or cannabis (medical or recreational).

Vaping - means inhaling or exhaling vapour from an electronic cigarette (e-cigarette) or holding an activated e-cigarette, whether or not the vapour contains nicotine.

POLICY

Quinte Conservation is a smoke-free workplace. No smoking or vaping is permitted on company premises by employees, contractors, or visitors at any time, except within any designated smoking areas. Smoking or vaping are also prohibited in any other enclosed workplace, such as hotel rooms or vehicles being used for company business.

In accordance with the Smoke-Free Ontario Act (SFOA), Quinte Conservation will:

- Post the required smoke-free signage at each entrance and exit of the enclosed workplace, place, or area in appropriate locations and in sufficient numbers to ensure that employees and the public are aware that smoking and the use of electronic cigarettes is prohibited in the enclosed workplace, place, or area; and,
- Ensure that no ashtrays or similar equipment remain in the enclosed workplace or place or area, other than a vehicle in which the manufacturer has installed an ashtray.

If a designated smoking area has been created, it will be clearly marked with signage. This is the only place employees, visitors, or contractors may smoke or vape, provided they do so in a safe manner, with all extinguishable and smoking products materials disposed of properly in the appropriate trash receptacle.

There is no obligation of the company to provide smoking breaks outside of designated break times.

This policy is intended for the workplace only. While Quinte Conservation supports employees in living a healthy lifestyle, it will not penalize employees for smoking or vaping in their personal life.



Non-Compliance

Employees who do not comply with the guidelines of the Smoke-Free Ontario Act (SFOA), as set out in this policy, will be subject to disciplinary action, up to and including termination of employment.

TICKS AND LYME DISEASE

POLICY STATEMENT

Quinte Conservation is committed to protecting the health and safety of all workplace parties at all workplace locations. The purpose of this policy is to ensure that Quinte Conservation follows the Occupational Health and Safety Act and Regulations and that every reasonable precaution is taken to provide for a healthy and safe work environment.

PURPOSE

This policy outlines the expectations for staff who are working in the fields where Ticks are present. Quinte Conservation will provide the necessary PPE, and Training for staff and educate them on how to avoid Ticks.

RIGHTS, ROLES & RESPONSIBILITIES

Employer

The duties of the employer are to:

- Provide safe work practices for all employees;
- Provide information to employees about health and safety hazards; and,
- Ensure proper precautions are taken while working out in the field to avoid Ticks.

Management/Supervisor

The duties of Management/Supervisors are to:

- Ensure that all employees receive appropriate training regarding Ticks and Lyme Disease;

Employee

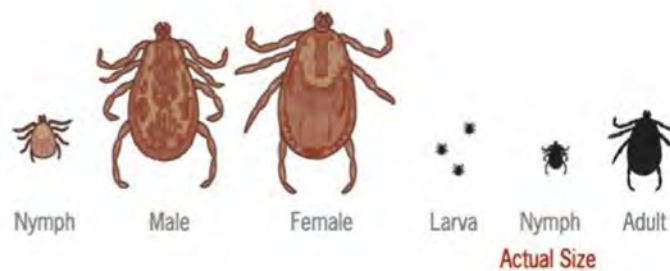
The duties of the employee are to:

- Follow all procedures outlined in this policy.

TICK IDENTIFICATION

1. The American Dog Tick (also known as wood ticks) are frequently found throughout Southern Ontario. Unlike the Black Legged Ticks, dog ticks do not carry the bacteria that cause Lyme disease.

Figure 1: Dog ticks have white markings on its back, and an unfed adult is about 4-6mm in length.



2. The Black Legged Tick (formerly called the deer tick) may carry the bacteria that cause Lyme disease, which is spread through a bite.

Figure 2: Unfed adult blacklegged ticks (top row) and adult American dog (wood) ticks (bottom row). Note the difference in colour patterns and relative size.

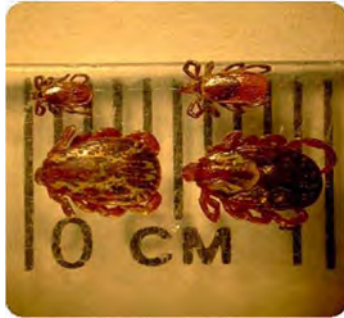


Figure 3: Here is a zoomed-in close-up view of the 4 stages of the black-legged tick. (right to left - larva, nymph, adult male, adult female).



Figure 4: Female blacklegged ticks in various stages of feeding. Note the change in size and colour.



Figure 5: Unfed, partially fed and fully engorged nymphs of the blacklegged tick. Note the change in size and colour.



PROCEDURES

In areas where ticks are found, individuals should know about the risk of Lyme disease and should take precautions to protect themselves. Ticks are in our Conservation Areas.

- Wear protective clothing; long pants tucked into your socks, long sleeves, closed toe shoes, and light-

coloured clothing helps to spot ticks;

- Use QC provided bug spray with DEET, as it can safely repel ticks. Do not spray under clothing as it could damage some materials;
- After leaving area where ticks are known to be, do a full body check and if tick is found do a prompt removal. Also do a full body check when you get home;
- If a tick is found and the employee does not go to the doctors for antibiotics the employee must fill out a tick incident report form and submit it to the Joint Health and Safety Committee; and,
- If a tick is found and the employee goes to the doctor and gets antibiotics a WSIB claim is required

PROPER REMOVAL OF TICKS

- Carefully remove attached ticks with sterilized tweezers;
- Grasp the ticks head and mouth parts as close to the skin as possible and pull SLOWY until the tick is completely removed;
- DO NOT twist or rotate the tick while removing and try not to damage the tick;
- Once tick has been removed from skin; wash area with dish soap and then disinfect the area with rubbing alcohol or household disinfectant;
- Put tick in a double zip lock bag and take it to health unit;
- Tick removal prior to 18-24 hours can reduce the risk of infection; and,
- Call your doctor if you are unsure of how long tick has been on you, and/or you develop symptoms of Lyme diseases.

LYME DISEASE SYMPTOMS

- Fatigue;
- fever or chills;
- headache;
- spasms or weakness;
- numbness or tingling;
- swollen lymph nodes; and/or,
- skin rash

ADDITIONAL SYMPTOMS CAN INCLUDE:

- cognitive dysfunction (brain fog) or dizziness;
- nervous system disorders;
- arthritis/arthritis symptoms (muscle and joint pain); and/or,
- abnormal heartbeat.

Untreated, symptoms can last months to years. They can include recurring arthritis (muscle and joint pain), nervous system and/or neurological problems. Symptoms can also include numbness and/or paralysis (unable to move parts of the body). Although not common, fatalities from Lyme disease have been reported.

TRAINING

QC employees will be educated on Ticks and proper precautions to take during orientation, as well as what to do if you are bit.

WATER SAFETY POLICY

POLICY STATEMENT

A significant part of Quinte Conservation's (QC) program is directly related to activities on, in or, near water. It is of utmost importance that QC workers exercise due caution and accept minimum standard, the appropriate federal, provincial, and municipal legislation. QC operations inland and on Lake Ontario shall be undertaken in compliance with the *Occupational Health and Safety Act*, O. Reg. 851, section 86.

PURPOSE

The purpose of this policy is to establish proper safety requirements for working around water. QC employees are expected to adhere to the following guidelines when working in, on, or near water.

SCOPE

This standard applies to all Quinte Conservation employees and is to be used whenever working on, in or, near water is required

GUIDELINES

Where a QC employee is exposed to the hazard of falling into liquid that is sufficient depth for a life jacket to be effective as protection from the risk of drowning, the following actions shall be taken:

- QC will provide and train employees on the measures and procedures to prevent employees who work in, on, or near water from drowning; and,
- QC will establish an alarm system and provide rescue equipment appropriate for the circumstances to ensure the employee's rescue from the liquid.

Employees are not permitted to work alone if:

- There is risk of drowning (O. Reg. 851, s. 86); or,
- There is use of fall arrest equipment or a risk of falling into water from a height greater than 3 metres.

All employees must be familiar with the hazards associated with working in and around liquid, and work safely, in compliance with the *Occupational Health and Safety Act* and its regulations. QC will provide each employee with training to ensure the safe operation of daily activities involving liquid at field sites.

Additional training may be required depending on an employee's position, such as first aid, cardiopulmonary resuscitation (CPR), water rescue training, etc. Employees requiring additional training will be trained before entering field sites and conducting field work.

GENERAL PROCEDURES

Water samples are taken at various locations throughout our watersheds. These samples are analysed for temperature, clarity, colour, odour, debris, E. coli, and water chemistry, and site locations are observed for aquatic macrophytes, algae, and wildlife activities.

A sample will be collected, the container will be identified specific to that site and sent to a lab, and various features of the site will be recorded. Care must be taken to ensure no contamination enters the sample and that is not exposed to extreme temperature fluctuations.

The procedures for water sampling in the draft document of the Water Sampling and Data Analysis Manual may

be followed. The sampling and survey safety instructions forms shall be filled in by all personnel involved in water sampling activities.

Before heading out:

- Determine which sites are to be visited;
- Notify your supervisors or other designated staff members of your location and estimated time of return, including when your location or estimated time of return changes (refer to our Working Alone Policy for more information);
- Check the weather and flow conditions at your work locations and upstream. Do not enter a waterway if an imminent storm or flooding conditions occur;
- Perform any pre-operational checks and calibrate any instrumentation before leaving the office to field sites. Only equipment approved by QC may be used when working in water or wet conditions;
- All employees must be equipped with the proper personal protective equipment (PPE), outlined below. Always check your PPE for proper functioning. If your boots or hip- or chest-waders are defective, replace damaged PPE before heading out on the water; and,
- Attempt to identify any other hazards present on the field site before commencing any wading operations. QC employees should avoid hazardous locations, including pools (usually deep and sometimes silty), pockets of water behind boulders and other obstructions, rapids that have high-current velocities and areas of high flow and fast-moving water. Employees are prohibited from entering *any* high-flow, fast-moving water.

Operational procedures:

- Always take a cell phone in case of emergency;
- Always carry bottled water for hydration and in case wounds need to be cleansed with clean water;
- Always take a portable first aid kit (e.g., from the QC fleet vehicle you are driving to the site);
- Use all personal protective equipment (PPE), as required;
- If sampling will take place on waterways along the roadway, employees must wear a reflective vest and cones should be placed at the site to ensure increased visibility. Your vehicle and the cones must be positioned to establish an adequate work zone. Ensure any sampling equipment does not extend into the travelled portion of a roadway. Remember, drivers are unpredictable; any approaching vehicles should be considered dangerous. Complete the sample and step away from the roadside as soon as possible;
- When working on bridges, docks, or shorelines, keep your centre of gravity low and back from the edge. Don't lean over railings or an edge when taking measurements or samples. Perform your work from a secure stable location;
- Approach, enter, and cross streams, waterways, etc. with caution always:
 - Look upstream and downstream for hazards before entering the water to avoid becoming trapped;
 - Test the embankment before crossing, avoid eroded areas, and test for solid access areas before proceeding into the water; and,
 - Avoid dense brush where you can't adequately see your footing;
- Cross at shallow stretches of rivers or streams only;
- When moving in low-flow, fast water, centre your weight upstream. Face upstream and slowly shuffle across the stream;
- Always move around obstacles rather than over them;
- After leaving the water, immediately (or as soon as practical) wash your hands with soap and clean or bottled water, and an alcohol-based sanitizer or disinfectant. Do not eat, drink, or touch your face, eyes,

or mouth. If the water you have been working in contains high levels of E. coli, it can live for several days on dry surfaces; and,

- If your boots or hip- or chest-waders leaked, wash your feet and legs as soon as possible. Replace any damaged PPE.

PERSONAL PROTECTIVE EQUIPMENT

QC employees will be provided with a list of all required PPE before entering the field. All employees shall wear all applicable PPE when working on field sites and report any defects in PPE for repair or replacement. QC will make all necessary repairs or replace any equipment, as required, before QC employees return to field sites. Where a QC employee is exposed to the hazard of falling into liquid that is of sufficient depth for a life jacket to be effective as protection from the risk of drowning, they must wear a life jacket. The following PPE will be used during regular water sample collection:

Types of Personal Protective Equipment and Use

Suggested PPE	Why you need it
Personal Floatation Device (PFD)	To keep you afloat if you fall in. All PFDs must be approved by Transport Canada or the Canadian Coast Guard. The pull to inflate PFDs are no longer appropriate PPE.
Hip- or chest-waders	To protect you from possible toxins and bacteria.
Reflective vests	To remain visible on the roadside and bridges
Sunglasses, sunscreen, and bug spray	To protect yourself from UV rays, sun glare, and insect bites. To protect from UV rays, it is recommended that employees wear wrap-around style sunglasses, and a hat with a visor.
Cell phone	To be able to communicate with other staff and to call for help if needed.
Non-slip footwear	Including felt wading shoes and wading cleats to help footing in and around waterways.

Safety Equipment in Vehicles

In Vehicles	Why you need it
First Aid Kit	To treat minor injuries
Pylons	To warn off oncoming traffic and put around vehicles
Water	For hydration purposes and to clean abrasions if needed

EMERGENCY RESPONSE PROCEDURES

Each field team must establish a means of emergency communication to provide backup response. This must include emergency phone numbers for the area of operation, best and closest means of communication, evacuation route to the nearest medical facility, and the member of each field team member in case of an emergency.



Each field team member must be aware of and able to implement the emergency response plan.

Deep or Fast-Moving Water

- Float on your back with your arms and legs outstretched (starfish float);
- Orient yourself so that your feet are facing downstream. This will help protect your head;
- Do not try to fight the current;
- Focus on obstacles coming at you as you move downstream;
- Point your feet at obstacles you want to avoid;
- If you are about to strike an obstacle begin to swim upstream and to the side (45-degree to the current) of the obstacle while remaining on your back. The current will then carry you past the obstacle;
- Be aware that hip- and chest-waders can make swimming extremely difficult if they become filled with water;
- If water is cold, you may suffer from hypothermia, and should call for medical attention immediately;
- If you inhale water, seek medical attention; and,
- If you receive abrasions, clean them thoroughly once you are out of the water, report the injury to your supervisor, and seek additional medical aid, if required.

The Sampling and Survey Safety Instruction Form should be filled in by all personnel involved in water-related activities indicating the person's understanding of the safe operational procedures for this work.

REFUSING UNSAFE WORK

Under the *Occupational Health and Safety Act*, employees have the right to refuse work when they reasonably believe the work to be unsafe. If employees reasonably believe water or field site conditions to be unsafe, they may stop their work until the conditions either improves, or an alternate, safer option is established.

If an employee does not perform their work, they must report this to their immediate supervisor. Investigations will be conducted, as required.

TRAINING

Employers, supervisors, and workers will receive in-house training concerning their roles and responsibilities as per the Occupational Health and Safety Act.

Hazard specific training (i.e. fall arrest, etc.) will be provided as required.

To keep all parties current in all aspects of health and safety, literature will be provided on all upcoming educational opportunities using bulletin boards, internal memos and/or newsletters. A resource library of information will be kept at the front desk. Posters promoting health and safety will be posted to encourage good safety practices in the workplace.

WORKING ALONE

In Ontario, the law does not discuss working alone as a distinct issue. Nevertheless, Quinte Conservation, under Sec. 25 of the Occupational Health & Safety Act, will do "everything that is reasonable under the circumstances" to ensure that employees have a healthy and safe workplace. This policy establishes procedures for ensuring the safety of its employees who may be required to work alone and in isolation.

POLICY

If a worker works alone at a job site where support is not easily available, they are regarded to be "working alone."

When an employee must work alone, Quinte Conservation shall take the following steps:

- Conduct a hazard assessment to determine whether there are any present or potential dangers associated with the work conditions and situations;
- Establish effective means of communication between an employee and those capable of responding to their requirements (telephone, radio, etc.); and,
- Quinte Conservation shall visit the worker as necessary if an adequate means of communication is not possible or available at the job site.

To ensure our employees' continued safety, Quinte Conservation shall:

- Take all reasonable actions to eliminate any identified hazard(s);
- Take all reasonable measures to mitigate any hazard(s) that cannot be removed;
- Communicate the results of the danger assessment to all impacted personnel in writing;
- Provide staff training and instruction to mitigate the risks associated with working alone;
- Investigate all accidents or events and take all possible precautions to avoid a recurrence;
- Notify the proper authorities of any instances, occurrences, or near misses in which being alone enhanced the inherent danger of the scenario, and make reasonable improvements;
- Whenever feasible, avoid scheduling working alone, especially where a distinct level of risk is recognized; and,
- Only schedule high-risk tasks when another worker capable of assisting in an emergency is present.

Workplace Hazard Assessment

Quinte Conservation will conduct an in-depth hazard assessment of any location or situation where an individual may be needed to work alone. The workplace hazard assessment will look at the following issues and recommend possible remedies to safeguard an employee's safety.

Duration of Working Alone

The hazard assessment must determine the following:

- How long an employee will be required to work alone and establish reasonable time limits for this type of work;
- Whether working alone is reasonable or safe for an employee considering the situation or location;
- The time required for an employee to complete the required task;
- The legal requirements for the type of work being conducted alone, including prohibitions on working in confined spaces or executing lock-out procedures; and,
- The time of day during which an employee will be required to work alone

Communication

The hazard assessment must also assess communication abilities/methods including the following:

- Available modes of communication;
- Effective modes of communication; and,
- If emergency communication systems are operational.

Work Location

The hazard assessment must investigate the location of work and examine or determine the following:

- If the workplace or job site location is remote or isolated;
- If the location poses any physical or elemental threats;
- If there are security features (e.g., security cameras, alarms, etc.) in the workplace location to protect the worker's safety and well-being;
- If, as much as possible, the employee can be in a high-visibility position;
- If all windows are free of obstructions to maximize vision;
- The accessibility of the workplace to any potentially required emergency services;
- Any transportation requirements necessary to ensure the employee arrives at the workplace or worksite safely. Ensure the following:
 - The vehicle is in good working order (e.g., maintenance is current, fuel levels are adequate, etc.);
 - The vehicle is properly insured equipped with emergency supplies (e.g., spare tire with tools, first-aid kit, etc.);
 - The vehicle has means of communication (e.g., cellular phone, GPS, etc.); and,
 - Roadside assistance is available.

Type of Work

The hazard assessment must determine the following:

- Appropriate levels of training and education required to execute the work safely;
- Every Quinte Conservation employee delegated to undertake work on their own has obtained the necessary training and education;
- Necessary personal protective equipment and verify that it is easily available, in excellent working order, and that the worker has received adequate training in its use;
- Whether any machinery, tools, or equipment will be required to complete the work;
- Amount of risk associated with the task would be safe for an employee to undertake alone;
- Potential sources of weariness that could jeopardize the worker's safety or the quality of their task; and,
- Whether the worker will be expected to handle money or other valuables, as well as any necessary protections.

Abilities of Employee

The hazard assessment must also ensure the following:

- The employee has received the necessary training and knowledge to do the work independently; and,
- The employee's health status allows him or her to mitigate potential health risks linked with working alone (e.g. pre-existing medical conditions that may increase their risk of becoming ill or injured while alone).

CHECK-IN PROCEDURE

To ensure the safety of an employee required to work alone, Quinte Conservation will use a check-in procedure.

Management will:

- Be accountable for developing a daily work plan outlining the location and work duration an employee will be required to work alone;
- Ensure that an employee's communication device is easily available and in a convenient position;
- Define the proper check-in intervals for employees working alone:
 - Any Quinte Conservation employee who is required to work alone must check-in at regular intervals, as specified in the daily work schedule, either visually or by an approved communication device;
- Assure that the visual or communication-based check-in schedule is followed by maintaining a written log for documentation purposes;
- Select an employee to serve as the primary point of contact for the employee who is working alone, as well as a backup;
- Create a code word to be used in the event of an employee requiring emergency help; and,
- Create an emergency action plan for use if an employee working alone fails to report on time.

HANDLING CASH

Quinte Conservation will take all reasonable measures to safeguard the safety of an employee who is expected to work alone and is responsible for cash handling in the following manner:

- To deter robbery, cash on hand will be minimized using a safe or drop safe. This policy will be prominently displayed;
- Quinte Conservation will place personnel in high-visibility locations;
- Employees who are needed to handle cash alone will get robbery awareness and prevention training to ensure that they take the necessary precautions to avoid a robbery and/or act appropriately in the case of one;
- Employees must collaborate in the event of a robbery and promptly comply with the robber's demands by providing any available cash or items. Employees at Quinte Conservation are significantly more precious than any sum of money or merchandise;
- When it is safe to do so, employees should call the police, necessary emergency services, and their direct manager/supervisor promptly following any robbery; and,
- Security systems will be maintained to ward off any possible robbery.

TRAVEL ALONE

Quinte Conservation will provide the following safeguards for employees who are required to travel alone:

- A Quinte Conservation employee who is required to travel alone must follow the Check-In Procedures to maintain contact with Quinte Conservation;
- Communication devices (e.g., cellular telephone, GPS, two-way radio, etc.) will be given to guarantee that the employee can check in at suitable intervals;
- Each time an employee travels, a travel plan will be established. It will contain the desired location, projected arrival time, return time or date, contact information, mode of transport, and contingency measures in the event of inclement weather, traffic problems, etc.;
- Training and instruction to guarantee that an employee travelling alone can assess and avoid potential dangers or hazards;
- Examine the vehicle (as appropriate):

- Ensure it is in good working order (e.g., maintenance is current, fuel levels are adequate, etc.);
- Check if it is properly insured;
- Examine if it is equipped with emergency supplies (e.g., spare tire with tools, first-aid kit, etc.; and,
- Confirm if it has a means of communication (e.g., cellular phone, GPS, etc.) and that it has roadside assistance available.

HAZARDOUS WORK

In case of any hazardous work, Quinte Conservation will do the following:

- Wherever possible, Quinte Conservation will avoid having any employee to do hazardous work alone and will schedule such work to be completed during normal work hours in the company of other employees;
- Where hazardous work must be performed alone, employees will be required to follow the Check-In Procedure, and communication devices (e.g., cellular telephone, GPS, two-way radio, etc.) will be supplied to ensure the employee is able to check-in at suitable intervals;
- Training will be provided to ensure that an employee is educated about safe work practices, the right use of personal protective equipment, the proper operation of all needed machinery and tools, and the proper identification and avoidance of hazards; and,
- Personal protective equipment, necessary tools, and machinery, as well as first-aid supplies, will be provided.

WORKING AT HEIGHTS / FALL PROTECTION

PURPOSE

The purpose of this procedure is to define the requirements and satisfy legislation for the use, care, and selection of Fall Protection Equipment.

SCOPE

This procedure applies to all Employees, Contractors and Visitors who are exposed to the hazard of falling more than three (3) metres.

DEFINITIONS

CSA – Canadian Standards Association.

OHSA – Occupational Health and Safety Act.

STANDARDS / PROCEDURES

General

As per Ont. Reg. 851, S. 85: Worker(s) exposed to the hazard of falling more than three (3) metres, the worker shall be protected by a safety belt or harness and lifeline that is:

- Adequately secured to a fixed support, and arranged so that the worker cannot fall freely for a vertical distance of more than 1.5 meter; and,
- The fall arrest system shall,
 - Have sufficient capacity to absorb twice the energy and twice the load that under the circumstances of its use may be transmitted to it; and,
 - Be equipped with a shock absorber or other devices to limit the maximum arresting force to 8.0 kilonewtons to the worker. R.R.O. 1990, Reg. 851, s. 85; O. Reg. 420/10, s. 14.

All employees are to follow manufacturer's instructions in the use, care, storage, inspection, and maintenance of all fall protection equipment.

Guardrails

As per Ont. Reg. 851, S. 13.1; Worker(s) should be adequately protected by a guardrail system:

- Around the perimeter of an uncovered opening in a floor, roof, or other surface to which a worker has access;
- At an open side of:
 - A raised floor, mezzanine, balcony, gallery, landing, platform, walkway, stile, ramp, or other surface; or,
 - A vat, bin or tank, the top of which is less than 107 centimetres above the surrounding floor, ground, platform, or other surface;
- Around a machine, electrical installation, place, or thing that is likely to endanger the safety of any worker.

As per Ont. Reg. 851, S. 14.1; A guardrail shall:

- Have a top rail located not less than 91 and not more than 107 centimetres above the surface to be guarded;
- Have a mid-rail;

- If tools or other objects may fall on a worker, have a toe-board that extends from the surface to be guarded to a height of at least 125 millimetres; and,
- Be free of splinters and protruding nails.

As per On. Reg. 851, S. 14.2;

- A guardrail shall be constructed to meet the structural requirements for guards as set out in the Building Code.

As per Ont. Reg. 851, S. 15; A cover on an opening in a floor, roof or other surface shall be:

- Secured in place; and,
- Constructed to meet the structural requirements for loads due to the use of floors and roofs as set out in the Building Code.

ROLES / RESPONSIBILITIES

Employer:

- Ensure the premises of the workplace are complying with Ont. Regulation 851 as it relates to the use, care, maintenance, and storage of fall protection equipment.

Management:

- Provide all required equipment to affected workers;
- Provide appropriate training for affected workers;
- Ensure all worker(s) exposed to the hazard of falling more than three (3) metres are aware of known and potential fall hazards;
- Ensure that all efforts have been exhausted to protect the worker(s) from being exposed to falls before using a fall restraint, travel restraint and / or fall arrest system;
- Ensure there is a fall protection rescue procedure is developed and implemented when required prior to any work activities start involving the use of fall restraint, travel restraint and / or a fall arrest system; and,
- Must ensure workers are adequately trained in fall protection systems including its use and practical application.

Worker:

- Visually inspect their equipment before each use – if it is damaged, worn, or defective it must be immediately removed from service and tagged; and,
- Use and maintain the equipment provided as trained and instructed.



FORMS

FIRST AID LOG

This form or the logbook must be completed by the First Aider and kept available.

Name of Injured Person	
Date of Injury (D/M/Y)	
Personal / Work related (please circle)	
Time of Injury	
Name of Witness	
Name of First Aider	
Description of how incident happened	
Description of how injury could have been prevented:	

Name of Injured Person	
Date of Injury (D/M/Y)	
Personal / Work related (please circle)	
Time of Injury	
Name of Witness	
Name of First Aider	
Description of how incident happened	
Description of how injury could have been prevented:	

Name of Injured Person	
Date of Injury (D/M/Y)	
Personal / Work related (please circle)	
Time of Injury	
Name of Witness	
Name of First Aider	
Description of how incident happened	
Description of how injury could have been prevented:	

Name of Injured Person	
Date of Injury (D/M/Y)	
Personal / Work related (please circle)	
Time of Injury	
Name of Witness	
Name of First Aider	
Description of how incident happened	
Description of how injury could have been prevented:	

FIRST AID INSPECTION CHECKLIST

First Aid Checklist
(WSIB Regulation 1101 Requirements)

# of Workers on Site	General Contractor Responsibilities	First Aid Kit Requirements	<input checked="" type="checkbox"/> or <input checked="" type="checkbox"/>
15 - 199	Provide and maintain a first aid station with a first aid box, 1 stretcher and 2 blankets. Ensure that the first aid station is always in the charge of a worker who: <ul style="list-style-type: none"> • Has a valid emergency first aid certificate and • Works in the immediate vicinity of the station. 	A current First Aid manual	<input type="checkbox"/>
		24 safety pins	<input type="checkbox"/>
		1 basin, preferably stainless steel	<input type="checkbox"/>
		48 adhesive dressings individually wrapped	<input type="checkbox"/>
		2 rolls of 1" adhesive tape	<input type="checkbox"/>
		12 rolls of 1" gauze bandage	<input type="checkbox"/>
		48 sterile 3" square gauze pads	<input type="checkbox"/>
		8 rolls of 2" gauze bandage	<input type="checkbox"/>
		8 rolls of 4" gauze bandage	<input type="checkbox"/>
		6 sterile surgical pads suitable for pressure dressings	<input type="checkbox"/>
		12 triangular bandages	<input type="checkbox"/>
		Splints of assorted sizes	<input type="checkbox"/>
2 rolls of splint padding	<input type="checkbox"/>		

HAZARD AND RISK ASSESSMENT FORM

HAZARD AND RISK ASSESSMENT							Date Created:					
Company:		Job Title:	Developed By:	Name and Title			Date Revised:					
				Name and Title								
Department:		Revision Number:	Reviewed By:	Name and Title			Name and Title					
				Name and Title			Name and Title					
RISK RATING												
ACTIVITY NAME	HAZARD CATEGORY	HAZARD SUMMARY	PRE - CONTROLS (Assuming No Controls are Implemented)				CURRENT CONTROLS & DESCRIPTION (Refer to List Below)	REQUIRED and/or RECOMMENDED CONTROLS	POST - CONTROLS (With Controls Implemented)			
			S	F	P	SR			S	F	P	SR
						0					0	
						0					0	
						0					0	
						0					0	
						0					0	
						0					0	
						0					0	
						0					0	
						0					0	
						0					0	
						0					0	

HAZARD CATEGORY LISTING (HCL)	HAZARD CATEGORY DEFINITIONS			
Physical	Physical →	Noise, Radiation, Pressure Extremes, Temperature Extremes		Ergo - RSI → Repetitive Strain Injury
Chemical				
Biological	Chemical →	Splash, Contact, Mist, Vapour, Caustic, Corrosive		Ergo - MSD → Musculoskeletal Disorder
Psychosocial				
Safety	Biological →	Mould, Body Fluids, Drugs, Insect Bites		Ergo - Duration/Time → Amount of time performing task
Ergo - Contact Stress				
Ergo - Duration/Time	Psychosocial →	Shift Work, Stress, Harassment, Violence		Ergo - Posture → Awkward or static position
Ergo - Force				
Ergo - MSD	Safety →	Slip/Trip, Struck By or Against, Pinch Points, Sharp Objects		Ergo - Vibration → Mechanical oscillations (amplitude, intensity, frequency)
Ergo - Posture				
Ergo - RSI				Ergo - Contact Stress → Contact between tissue and a hard or sharp object
Ergo - Vibration				

SIGNIFICANCE RATING (SR) (S x F x P) Maximum Rating = 512	RANK & SUGGESTED CONTROLS	
	0 - 170	LOW
	→	Awareness, Signage
	171 - 341	MEDIUM
→	Training, SOG's, PPE	
342 - 512	HIGH	
→	Training, SOG's, PPE, Engineered Controls, Eliminate or Substitute	

CONTROLS/SAFETY MEASURES (NOTE: List all other types of controls in Safety Controls Section above)					
1	Policy	7	Emergency Stop Devices	13	Physical Barriers
2	Procedure	8	Guarding	14	Hazard Assessment
3	Orientation	9	Pre-use Inspection	15	Job Safety Analysis
4	Training	10	Preventative Maintenance	16	SOG
5	PPE	11	Lifting Devices/Aids		
6	Authorized Personnel	12	Ventilation		

		SEVERITY (S)	FREQUENCY (F)	PROBABILITY (P)
Rating Scale for Risk Assessment	1	No harm	Very Rare or Never	Impossible
	2	Minor injury (bruise)	A few times per year	Practically impossible
	3	First aid required	Once per month	Possible, but highly unlikely
	4	Health care/medical aid required	Once per week	Possible (has happened in another workplace)
	5	Lost time injury, temporary disability	Several times per week	Likely (has happened before within Company)
	6	Critical Injury, permanent disability	Once per day	Highly likely (50% - 90% chance of happening)
	7	Single fatality	Several times per day	Expected (90% - 99% chance of happening)
	8	Multiple fatalities	More than once per hour	Guaranteed



EMPLOYEE'S KIT FOR REPORTING WORK RELATED INJURIES

Worker's report of injury/disease (Form 6)

			Claim number	
A. Worker information				
Last name		First name		Social Insurance Number
Address (number, street, apt., suite, unit)			Telephone	
City/Town		Province	Postal code	Alternate/Cell phone
Job title/Occupation (at the time you were hurt)		Date you started with employer (dd/mm/yy)		How long have you been doing this job for this employer?
Only check if you are one of the following: <input type="checkbox"/> executive <input type="checkbox"/> elected official <input type="checkbox"/> owner <input type="checkbox"/> spouse or relative of the employer			Date of birth (dd/mm/yy)	
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Your preferred language <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other		Would an interpreter be helpful? Yes ___ No ___	
Are you a member of a union? Yes ___ No ___	Do you authorize your union to represent you in this claim? YES ___ NO ___	If yes, do you consent to the disclosure of verbal claim file status information to your union representative? Yes ___ NO ___		
Provide your union name and local (as applicable)				

B. Employer information			
Company/Employer name			
Address			
City/Town		Province	Postal code
Your immediate supervisor's name		Company telephone	

C. Accident/illness dates and details	
<p>1. Date and hour of accident/Awareness of illness (dd/mm/yy)</p> <p><input type="checkbox"/>AM <input type="checkbox"/>PM</p> <p>Date and hour reported to employer (dd/mm/yy)</p> <p><input type="checkbox"/>AM <input type="checkbox"/>PM</p>	<p>2. Who did you report this accident/illness to? (Name and position)</p> <div style="border: 1px solid black; width: 100%; height: 40px; margin-top: 10px;"></div> <div style="border: 1px solid black; width: 100%; height: 40px; margin-top: 10px; text-align: right; padding-right: 5px;">Telephone</div>
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%; border: 1px solid black; padding: 5px;"> <p>Left Right</p> <p><input type="checkbox"/> Shoulder <input type="checkbox"/></p> <p><input type="checkbox"/> Arm <input type="checkbox"/></p> <p><input type="checkbox"/> Elbow <input type="checkbox"/></p> <p><input type="checkbox"/> Forearm <input type="checkbox"/></p> </div> <div style="width: 20%; border: 1px solid black; padding: 5px;"> <p>Left Right</p> <p><input type="checkbox"/> Wrist <input type="checkbox"/></p> <p><input type="checkbox"/> Hand <input type="checkbox"/></p> <p><input type="checkbox"/> Finger(s) <input type="checkbox"/></p> </div> <div style="width: 20%; padding: 5px;"> <p>Left Right</p> <p><input type="checkbox"/> Hip <input type="checkbox"/></p> <p><input type="checkbox"/> Thigh <input type="checkbox"/></p> <p><input type="checkbox"/> Knee <input type="checkbox"/></p> <p><input type="checkbox"/> Lower leg <input type="checkbox"/></p> </div> <div style="width: 20%; padding: 5px;"> <p>Left Right</p> <p><input type="checkbox"/> Ankle <input type="checkbox"/></p> <p><input type="checkbox"/> Foot <input type="checkbox"/></p> <p><input type="checkbox"/> Toe(s) <input type="checkbox"/></p> </div> </div> <p>3. Area of injury (body part) - (please check all that apply)</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%; padding: 5px;"> <p><input type="checkbox"/>Head <input type="checkbox"/>Teeth <input type="checkbox"/>Upper back</p> <p><input type="checkbox"/>Face <input type="checkbox"/>Neck <input type="checkbox"/>Lower back</p> <p><input type="checkbox"/>Eye(s) <input type="checkbox"/>Chest <input type="checkbox"/>Abdomen</p> <p><input type="checkbox"/>Ear(s) <input type="checkbox"/>Pelvis</p> <p><input type="checkbox"/> Other:</p> </div> <div style="width: 35%; border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Are you: <input type="checkbox"/>Left handed <input type="checkbox"/>Right handed</p> </div> </div>	
<p>1. Did the accident/illness happen on the employer's property or work site?</p> <p style="text-align: right;"><input type="checkbox"/>yes</p> <p style="text-align: right;"><input type="checkbox"/>no</p>	<p>Specify where it happened (shop floor, warehouse, client/customer site, parking lot, etc.):</p> <div style="border: 1px solid black; width: 100%; height: 40px; margin-top: 5px;"></div>

<p>5. Did it happen outside the Province of Ontario? <input type="checkbox"/>yes <input type="checkbox"/>no</p>	<p>If yes, indicate where (city, province/state, country):</p>
<p>6. Have you hurt this area(s) of your body before? <input type="checkbox"/>yes <input type="checkbox"/>no</p>	<p>7. Do you have any prior related WSIB/WCB claims? <input type="checkbox"/>no <input type="checkbox"/>yes - in Ontario <input type="checkbox"/>yes - outside Ontario</p>

<p>C. Accident/illness dates and details (continued)</p>		
<p>8. If you had a sudden type of accident/illness, describe your injury and what happened to cause it (e.g. hurt lower back while lifting a 50 pound box, sprained left ankle when I slipped on a wet floor, used a new cleaner and immediately got a rash). Please indicate the size, weights and names of any objects involved. or If you had a gradual onset type of injury, describe your injury, the work that you do and what you believe caused your injury/condition.</p>		
<p>9. When did you first start to have problems with this injury/condition?</p>		
<p>10. If you did not report this to your employer right away, please tell us the reason why.</p>		
<p>11. If there were any witnesses to your accident, or if you mentioned your pain or problems to your supervisor or any of your co-workers, give us their names and positions.</p>		
	<p>Name</p>	<p>Position</p>

12. The Workplace Safety and Insurance Act requires your employer to give you a copy of the Employer's Report of Injury/Disease (Form 7).

Did you receive a copy of the Form 7? yes no

The Workplace Safety and Insurance Act requires you to give a copy of this report (Worker's Report of Injury/Disease - Form 6) to your employer

D. Health care information - Give your health professional your WSIB claim number

1. Did you get first aid <input type="checkbox"/> yes or care at work? <input type="checkbox"/> no		If yes, when (dd/mm/yy)	and by whom (name):
2. Where did you go for health care, for your injury, outside of work? (check all that apply)			
	Facility/Hospital (name and address)		Date of visit (dd/mm/yy)
<input type="checkbox"/> Nursing Station <input type="checkbox"/> Emergency Department <input type="checkbox"/> Admitted to hospital		<input type="checkbox"/> Ambulance <input type="checkbox"/> Health professional office <input type="checkbox"/> Clinic	
			Date of visit (dd/mm/yy)
3. Were you prescribed any medications/drugs? <input type="checkbox"/> yes <input type="checkbox"/> no		4. Were you referred for any other treatment or tests? <input type="checkbox"/> yes <input type="checkbox"/> no	
5. Did you talk to your health professional about going back to regular or modified work? <input type="checkbox"/> yes <input type="checkbox"/> no		If yes, were you given any work limitations? <input type="checkbox"/> yes <input type="checkbox"/> no	
6. Did you tell your employer you went for medical treatment? <input type="checkbox"/> yes <input type="checkbox"/> no		If no, please tell your employer right away.	
If yes, when? (dd/mm/yy)		and to whom (name and position):	

E. Lost time and return to work								
1. After the day of accident/illness:								
<input type="checkbox"/> I returned to work to my regular job and did not lose any time or pay.								
<input type="checkbox"/> I returned to modified duties and did not lose any time or pay.								
<input type="checkbox"/> I lost time and/or pay (e.g. regular pay, shift differential, bonuses, premiums, etc.).								
Date you first lost time and/or pay (dd/mm/yy)								
2. If you lost time, have you returned to work? <input type="checkbox"/>yes <input type="checkbox"/>no								
<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">If yes, date of your return to work (dd/mm/yy)</td> <td style="width: 20%;"><input type="checkbox"/> Regular work</td> <td style="width: 20%;"></td> </tr> <tr> <td></td> <td><input type="checkbox"/> Modified work</td> <td></td> </tr> </table>			If yes, date of your return to work (dd/mm/yy)	<input type="checkbox"/> Regular work			<input type="checkbox"/> Modified work	
If yes, date of your return to work (dd/mm/yy)	<input type="checkbox"/> Regular work							
	<input type="checkbox"/> Modified work							
If no, did you discuss return to work with your employer? <input type="checkbox"/>yes <input type="checkbox"/>no								
Does your employer have modified work? <input type="checkbox"/>yes <input type="checkbox"/>no								
F. Earnings (do not include overtime here)								
1. Rate of pay								
\$ _____ per <input type="checkbox"/> hour <input type="checkbox"/> week <input type="checkbox"/> other								
2. Usual number of pay hours								
. per <input type="checkbox"/> week <input type="checkbox"/> other								
3. If you lost time from work after the day of accident/illness, did your employer continue to pay you? <input type="checkbox"/>yes <input type="checkbox"/>no								
4. Have you applied for, or did you receive, any other benefits (money) while off work (e.g. EI benefits, sick benefits, social services, insurance, etc.)? <input type="checkbox"/>yes <input type="checkbox"/>no								
5. At the time of the accident/illness did you work for more than one employer? <input type="checkbox"/>yes <input type="checkbox"/>no								

G. Declarations and signature

By signing below, I am claiming benefits under the Workplace Safety and Insurance Act, 1997, for a work-related injury or disease. I am also authorizing any health professional who treats me to provide me, my employer and the Workplace Safety and Insurance Board with information about my functional abilities on the WSIB's "Functional Abilities Form for Planning Early and Safe Return to Work". It is an offence to deliberately make false statements to the Workplace Safety and Insurance Board. I declare that all the information provided on pages 1, 2 and 3 is true.

Signature (print, sign and return to the WSIB or type and upload)	Date (dd/mm/yy)
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If you are under the age of 16, your parent or guardian, must authorize the release of the functional abilities information.

Signature	Relationship	Date (dd/mm/yy)	Telephone
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Personal information about you will be collected throughout your claim under the authority of the Workplace Safety and Insurance Act, 1997. Your personal information will be used to administer your claim(s) and programs of the Board. Medical and non-medical information is collected from health care providers, vocational agencies, labour market service providers, employers, witnesses, Canada Revenue Agency (CRA), and others as required. Your Social Insurance Number is used to register claims, identify workers and to issue income tax statements and is collected under the authority of the Income Tax Act. Information may only be disclosed to the employer, external medical consultants, external service providers, researchers, third parties for cost recovery purposes and others as authorized by the Workplace Safety and Insurance Act and the Freedom of Information and Protection of Privacy Act. Your name and telephone number may be disclosed to third parties conducting satisfaction surveys and focus groups. Incoming and outgoing calls may be recorded for quality assurance purposes. Questions about this collection should be directed to the decision maker responsible for your file or by calling 1-800-387-0750

H. Additional Information

Contact accessibility@wsib.on.ca if you require this communication in an alternative format.

Upload forms and supporting documents online at wsib.ca/upload

Mail: 200 Front Street West, Toronto, Ontario, M5V 3J1 | Toll free: 1-800-387-0750 | TTY: 1-800-387-0050 | Fax: 1-888-313-7373

DRUGS AND ALCOHOL REASONABLE SUSPICION CHECKLIST

Name of Observed Employee	Date	Time (am/pm)
Location		

When there is reasonable suspicion that an employee at work is unfit for duty, the supervisor or manager observing the behaviour as well as another supervisor/manager as witness, if possible, must complete the checklist below. Where "Other" is checked, please describe.

Observation Checklist								
Walking	Yes	No		Yes	No		Yes	No
Holding on			Stumbling			Unable to walk		
Unsteady			Staggering			Swaying		
Falling			Other					
Standing	Yes	No		Yes	No		Yes	No
Swaying			Feet wide apart			Unable to stand		
Rigid			Staggering			Sagging at knees		
Other								
Speech	Yes	No		Yes	No		Yes	No
Whispering			Slurred			Shouting		
Incoherent			Slobbering			Silent		
Rambling			Mute			Slow		
Other								
Demeanor	Yes	No		Yes	No		Yes	No
Cooperative			Calm			Talkative		
Sarcastic			Sleepy			Polite		

Crying			Sleeping on job			Argumentative		
Other								
Actions	Yes	No		Yes	No		Yes	No
Hostile			Fighting			Profanity		
Drowsy			Threatening			Hyperactive		

Eyes	Ye s	No		Ye s	N o		Ye s	No
Bloodshot			Watery			Droopy		
Dilated			Glassy			Closed		
Other								
Face	Ye s	No		Ye s	N o		Ye s	No
Flushed			Pale			Sweaty		
Other								
Appearance/Clothing	Ye s	No		Ye s	N o		Ye s	No
Neat			Unruly			Messy		
Dirty			Stains on clothing			Having odor		
Partially dressed			Bodily excrement stains					
Other								
Breath	Ye s	No		Ye s	N o		Ye s	No
No alcoholic odor			Faint alcoholic odor			Alcoholic odor		
No cannabis or drug order			Smell of cannabis			Smell of another known drug		



Other								
Movements	Ye s	No		Ye s	N o		Ye s	No
Fumbling			Jerky			Nervous		
Other								

Presence of alcohol and/or drugs in associate's possession or vicinity

On-the-job misconduct by employee

Employee admission concerning alcohol use and/or drug use or possession

If there are witnesses to employee's conduct list:

Other observations: (if accident, provide details)
Employee's explanation of reasons for their conduct:

Once the above portion of form has been completed by you and a witness, you are now ready to take a position with the employee. Be certain to follow company procedures as outlined in Quinte Conservation's Drug and Alcohol Policy.

(Check one)

Employee has agreed to testing

Employee has not agreed to testing

Supervisor/Manager Signature	Date
Witness Signature	Date

HEAT STRESS

	Cause	Symptoms	Treatment	Prevention
Heat Rash	Hot humid environment; plugged sweat glands.	Red bumpy rash with severe itching.	Change into dry clothes and avoid hot environments. Rinse skin with cool water.	Wash regularly to keep skin clean and dry.
Heat Cramps	Heavy sweating from strenuous physical activity drains a person's body of fluid and salt, which cannot be replaced just by drinking water. Heat cramps occur from salt imbalance resulting from failure to replace salt lost from heavy sweating.	Painful cramps occur commonly in the most worked muscles (arms, legs or stomach); this can happen suddenly at work or later at home. Heat cramps are serious because they can be a warning of other more dangerous heat-induced illnesses.	Move to a cool area; loosen clothing, gently massage and stretch affected muscles and drink cool salted water (1½ to 2½ mL salt in 1 litre of water) or balanced commercial fluid electrolyte replacement beverage. If the cramps are severe or don't go away after salt and fluid replacement, seek medical aid. Salt tablets are not recommended.	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.
Fainting	Fluid loss, inadequate water intake and standing still, resulting in decreased blood flow to brain. Usually occurs in un-acclimatized persons.	Sudden fainting after at least two hours of work; cool moist skin; weak pulse.	GET MEDICAL ATTENTION. Assess need for cardiopulmonary resuscitation (CPR). Move to a cool area; loosen clothing; have the person lie down; and if the person is conscious, offer sips of cool water. Fainting may also be due to other illnesses.	Reduce activity levels and/or heat exposure. Drink fluids regularly. Move around and avoid standing in one place for too long. Workers should check on each other to help spot the symptoms that often precede heat stroke.
Heat Exhaustion	Fluid loss and inadequate salt and water intake causes a person's body's cooling system to start to break down.	Heavy sweating; cool moist skin; body temperature over 38°C; weak pulse; normal or low blood pressure; person is tired and weak, and has nausea and vomiting; is very thirsty; or is panting or	GET MEDICAL ATTENTION. This condition can lead to heat stroke, which can cause death quickly. Move the person to a cool shaded area; loosen or remove excess clothing; provide cool water to drink; fan and spray with cool water. Do not leave affected person alone.	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.

		breathing rapidly; vision may be blurred.		
Heat Stroke	If a person's body has used up all its water and salt reserves, it will stop sweating. This can cause body temperature to rise. Heat stroke may develop suddenly or may follow from heat exhaustion.	High body temperature (over 41°C) and any one of the following: the person is weak, confused, upset or acting strangely; has hot, dry, red skin; a fast pulse; headache or dizziness. In later stages, a person may pass out and have convulsions.	CALL AMBULANCE. This condition can kill a person quickly. Remove excess clothing; fan and spray the person with cool water; offer sips of cool water if the person is conscious.	Reduce activity levels and / or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.

HEALTH AND SAFETY INCIDENT REPORT FORM

The incident	
Reported by	Department
Email	Phone Ext
Date of occurrence	Time
Exact location	
Accident <input type="checkbox"/> Incident <input type="checkbox"/> Near miss <input type="checkbox"/> Violence <input type="checkbox"/> Ill health <input type="checkbox"/> Safety <input type="checkbox"/>	
What happened? Report any details that may have contributed to the incident (i.e., poor lighting). Use additional paper as necessary and attach to the form.	
Describe the outcome: harm/health effects/damage.	
Describe corrective measures taken to address immediate hazards related to incident.	
The affected person	

Worker other: (i.e., visitor, contractor)		Name	
Address		Date of birth	
Email—work:		Email—home	
Employer's name if other than worker	Address	Phone	
Witness details			
Names(s) and contact information		Names(s) and contact information	
First aid			
First aid provided: Yes No N/A Time of attendance: By whom: Contact information:			
Details of provision:			

Post incident			
Where did the person involved in the incident go next?			
To the Hospital	<input type="checkbox"/>	Home	<input type="checkbox"/>
Returned to Work	<input type="checkbox"/>	Other	<input type="checkbox"/>
Was the health and safety committee notified of the incident? Yes No <input type="checkbox"/> <input type="checkbox"/>			
Name:			
Additional notes:			

EARLY AND SAFE RETURN TO WORK CONTACT LOG

Employee's Name:	Phone #:
Supervisor's Name:	Phone #:
Return to Work Date:	
Treating Health Professional(s):	
Doctor: _____	Phone #:
Physiotherapist: _____	Phone #:
Chiropractor: _____	Phone #:
Other: _____	Phone #:
WSIB Claim #:	
WSIB Adjudicator:	Phone #:

Record of Contact		
Date of Contact	Person Contacted	Content of Conversation Q=question A=answer C=comment
January 20, 2022	John (Injured worker) at home	Q: Asked his wife how he was doing? A: Okay, but the cast was bothering him...very itchy. C: I will contact him after his next visit to the doctor in 3 days.

RETURN TO WORK CASE PLAN FORM

Date:	WSIB Claim #:
This plan covers the time period From: _____ To: _____	WSIB Adjudicator name & number:
Employee:	Phone #:
Position:	
Manager:	Phone #:

Health Recovery	
a) Anticipated recovery time:	
b) Treatment (scheduled or proposed):	
c) Next appointment date(s):	

Accommodations	
This plan is intended for (check one): <input type="checkbox"/> Stay at Work (SAW) <input type="checkbox"/> Return to Work (RTW)	Objectives (select one): <input type="checkbox"/> Pre-injury job <input type="checkbox"/> Pre-injured job accommodation <input type="checkbox"/> Work Comparable <input type="checkbox"/> Alternative Work

	Yes	No	Not Known
1. Are the physical demands of the job within the Employee's Fitness to Return to Work?			
2. Are the essential duties of the job within the Fitness to Return to Work?			
3. Does the employee have the knowledge and skills required to do the job, where applicable?			
4. Does the job description accurately reflect the job being done?			

List the job tasks: (attach additional pages, if needed)

Outline required modifications to work duties: For example: technical aids, furniture, hours, and productivity/quotes).

--

Functional Abilities		
1) Identify source(s) of functional abilities and date(s):		
2) Has a Fitness to Return to Work Form been completed?		
<input type="checkbox"/> Yes, date: _____ If no, date expected: _____		
3) List the precautions, if any		
Temporary	Duration	Permanent

Comments:

--

Develop Outcomes			
Actions: List the steps required to achieve the outcome(s)	Anticipated outcome	Assigned to	Follow-up date

Outline frequency of contact and by whom, if necessary, in addition to the specific follow-up dates:

--

Work Schedule			
Week with dates	Days of week	Hours per day	Duties
Sample: Week 1: Feb 11	Monday, Thursday	3 hours (9am to 12pm)	General Clean-up
1.			



2.			
3.			
4.			
5.			

Signature or acknowledgement of receipt:

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Original copy is sent to Management

WORKPLACE INSPECTION CHECKLIST

Location:	Inspection Date:
Inspected by:	Time:

Description	S - Satisfactory	N - Not Satisfactory	N/A	Hazard Class	Corrective Action Required	By Whom?	Date Action Completed
General							
Walkways, corridors, hallways and stairs are clear and unobstructed							
Walking surfaces free of tripping, slipping and falling hazards							
Lighting levels are suitable, light covers/shades secured							
Shelving is securely braced; the material is neatly stacked and will not fall or tip; no overreaching will occur							
Items stored on shelving, heavier materials are placed on the lower sections of the shelving unit							
The office environment is tidy and free of clutter, with no flammable or combustible hazards							
Furniture intact and in a safe condition. Desks, counters, filing cabinets – no sharp edges or projecting that is unsafe							
Parking lot clear of debris, sidewalks and							

walking surfaces in good repair							
WHMIS							
SDS are available, easily accessible and up to date							
Workplace Labeling is used							
Emergency Preparedness/Fire Safety							
Exit routes clearly marked and unobstructed							
Aisles are clear and unobstructed							
Exit lights are operational and clearly visible on exit routes							
Fire extinguisher(s) tagged, inspected (i.e. monthly), and easily accessible							
First Aid Kit available and names posted of those certified in Standard First Aid							
First Aid log sheets available,							
WSIB First Aid Regulation (1101)							
Emergency evacuation/fire plan is posted on exit routes							
Posted Information (as per section 13.1)							
Health and Safety Policy							
Workplace Violence Policy							
Occupational Health and Safety Act and Regulations (Current)							
ESA "Employment Standards in Ontario" poster							
WSIB Form 82 "In Case of Injury" poster							

Ministry of Labour explanatory material – Guide to OHS, Guide to WHMIS, Guide to Worker Safety Rep, “Prevention Starts Here” poster							
Reports – Meeting minutes, Ministry of Labour, Injury/Incident summary, Workplace inspections							
Emergency Services and numbers and directions to the hospital							
Emergency Response Plan							
Names and contact information of Worker safety Rep							
Electrical Safety							
Electrical equipment, power cords/plugs, no evidence of cuts, fraying or other damage							
Limited extension cords, with no frays/cuts							
Electrical outlets light switches are safe							
Ergonomics							
Computer monitor positioned properly							
Adjustable keyboard tray/document holder							
The chair is adjusted to fit the worker at the computer							
Material stored in cabinets/counters are in place to avoid overreaching							



Manual handling techniques are practiced (i.e. dolly/cart used, reducing the load when lifting)							
Office equipment/tools used frequently are within range to avoid overreaching							

HAZARD CLASSES

A – Major (High Risk – immediate danger to life and health) STOP WORK OR CONTROL HAZARD IMMEDIATELY
 B – Moderate (Medium Risk – potential for non-life-threatening injury) C – Minor (Low Risk – long term potential for slight injury or illness)

Worker Contact 1: Observations/Comments:

Worker Contact 2: Observations/Comments:

Supervisor/Manager: _____

Signature: _____

Date: _____

Supervisor/Manager Comments/Recommendations:



MODIFIED DUTIES OFFER LETTER

Date: _____

Employee: _____

Dear _____;

This letter serves to confirm that modified duties have been offered to you by Quinte Conservation since _____ [Date of Injury]

The Workplace Safety and Insurance Board (WSIB) places an obligation on both you and Quinte Conservation to co-operate in your early and safe return to work. Quinte Conservation is committed to your rehabilitation through our early and safe return to work program.

Below is a description of the modified duties which have been offered to you that are within the specific limitations/restrictions as outlined by your healthcare provider on your Functional Abilities Form (FAF):

-
-
-
-
-
-

This offer of modified work is available to you at your regular pre-accident earnings and remains available to you as offered today.

These duties are expected to be in effect until (date) _____ as indicated on your FAF. We will require an updated FAF on (date) _____. At that time, your functional abilities will be re-evaluated and your modified duties may be adjusted accordingly.

You will report to: _____

Sincerely,

SUPERVISOR'S SIGNATURE

PRINT SUPERVISOR'S NAME

Please indicate by signing below that you have been offered temporary modified duties.

You are: Accepting Declining: _____
Reason

Employee's Signature

Date



WORK REFUSAL FORM

Worker Name: _____ Date: _____

Supervisor: _____ Time Reported: _____

Location: _____

Worker Health and Safety Committee Member:

Section 1:

Describe Job Assigned:

Nature of Concern:

Section 2:

Supervisor Response: (please check appropriate answer)

A: Job is not safe: The Worker is re-assigned pending the completion of the recommendations listed below.

B: Job is not safe: It can be made safe by completing the recommendations listed below.

C: Job is felt to be safe: _____
(Explain what was done/different)

Action Item	Responsibility	Action Taken	Date Received	Completion Date

IN THE EVENT OF RESPONSE (B) OR (C), THE WORKER WILL SIGN ONE OF:

1. I AGREE THAT MY HEALTH AND SAFETY CONCERN HAS BEEN ADDRESSED

Please Print Worker Name: _____

Worker Signature: _____

2. I DO NOT AGREE THAT MY HEALTH AND SAFETY CONCERN HAS BEEN ADDRESSED

Please Print Worker Name: _____

Worker Signature: _____

Section 3:

	Notified		Time of Notification
	YES	NO	
Ministry of Labour			
Senior Management			
Manager			
Worker Safety Rep			

Describe Duties Assigned to Worker Pending Arrival of Ministry of Labour Inspector:

Inspector's Name: (print) _____

Date: _____

Time of Arrival: _____

NOTICE OF ACCIDENT

Critical Injury/Fatality Report

IMPORTANT: This report must be sent to the Ministry of Labour within 48 hours of the critical injury/fatality.

Name and address of employer
Nature and the circumstances of the occurrence and the body injury sustained
Description of machinery or equipment involved
Time and place of occurrence
Name and address of the person killed or critically injured
Name(s) and address(es) of all witness(es)
Name and address of any physician or surgeon who attended the person's injuries

WORK FROM HOME ERGONOMICS AND WELLNESS CHECKLIST

Computer Workstation	Yes	No	If No, Suggested Actions
Is your chair in good condition and adjusted to the appropriate height (thighs parallel or knees slightly lower than the hips) so you can achieve the neutral posture outlined in the diagram below?	<input type="checkbox"/>	<input type="checkbox"/>	Retrieve your adjustable office chair from your work location
Are your feet fully supported by the floor when you are seated?	<input type="checkbox"/>	<input type="checkbox"/>	Lower the chair Use a short stack of books or a small box for foot and leg support
Does your chair provide support for your lower back?	<input type="checkbox"/>	<input type="checkbox"/>	Adjust chair back Place a small, rolled towel or pillow in your lower back if you need additional lumbar support
Do your armrests allow you to get close to your workstation?	<input type="checkbox"/>	<input type="checkbox"/>	Adjust armrests Remove armrests
Does the placement and height of your monitor and keyboard allow for a comfortable position (e.g., head looking forward, not turned to one side)? Note: If wearing progressive lens, you need to lower your screen approximately 5" below seated eye height to prevent tipping head/ neck back	<input type="checkbox"/>	<input type="checkbox"/>	Reposition monitor Use books or a box to raise your monitor Review monitor use and height with progressive lenses. Review optimal setup for individuals with single lenses or no glasses
Is it easy to read the text on your screen?	<input type="checkbox"/>	<input type="checkbox"/>	Adjust font size
Is your computer screen free from noticeable glare at all times of the day?	<input type="checkbox"/>	<input type="checkbox"/>	Cover windows Adjust overhead lighting Adjust contrast settings on your display
Do you have an appropriate light for reading or writing documents?	<input type="checkbox"/>	<input type="checkbox"/>	Use a desk lamp

Is there space to rest your arms when not keyboarding?	<input type="checkbox"/>	<input type="checkbox"/>	Use chair armrests for support Use the table/desk to provide support
When keying or using the mouse, are your elbows close to the body, your forearms close to parallel with the floor, and upper arms relaxed?	<input type="checkbox"/>	<input type="checkbox"/>	Raise or lower keyboard and mouse Raise or lower chair
Are frequently used items within easy reach and is your desk space adequate for the work?	<input type="checkbox"/>	<input type="checkbox"/>	Rearrange workstation
If you are on the phone regularly (more than a ½ hour at a time throughout the day), are you using earphones or a headset to avoid neck or shoulder deviation?	<input type="checkbox"/>	<input type="checkbox"/>	Use an earpiece or earphones to plug into your computer
Laptop	Yes	No	If No, Suggested Actions
If you are using a laptop computer for prolonged periods of time, do you use a full-sized external keyboard and mouse?	<input type="checkbox"/>	<input type="checkbox"/>	Use a keyboard and mouse that plugs into your laptop or docking station (if applicable)
Workplace Environment	Yes	No	If No, Suggested Actions
Is the work area free from all slip, trip and fall hazards?	<input type="checkbox"/>	<input type="checkbox"/>	Keep work areas clean and free of clutter
If you use a power bar, does it have a surge protector?	<input type="checkbox"/>	<input type="checkbox"/>	Use a power bar with a surge protector if you have one
Is the work area equipped with appropriate emergency systems? (e.g., a functioning smoke detector and carbon monoxide detector installed in the home, a working fire extinguisher and first aid supplies nearby?)	<input type="checkbox"/>	<input type="checkbox"/>	Have a first aid kit and fire extinguisher nearby Work area should be in a location that is covered by your smoke detector
How many exits are available and where are they?	<input type="checkbox"/>	<input type="checkbox"/>	Have a plan available in case of emergency.
Is the work area meeting safety requirements of local building and fire codes?	<input type="checkbox"/>	<input type="checkbox"/>	Get confirmation that safety requirements of local building codes and fire codes are met.

Does your office know how to reach someone near you in the event of an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	Provide your office with the name and contact information of someone near you who to contact in case of an emergency.
Healthy Work Practices	Yes	No	If No, Suggested Actions
Do you take hourly breaks from your workstation to stretch and move around?	<input type="checkbox"/>	<input type="checkbox"/>	Get up and move around every 30 minutes to avoid periods of prolonged sitting Use an online tool for recommended stretches and to set a reminder to move
Do you take breaks from looking at your monitor every 20 minutes for 20 seconds to avoid eye strain?	<input type="checkbox"/>	<input type="checkbox"/>	Focus on an object aside from your monitor every 20 minutes for 20 seconds Use an online tool or an alarm to remind you to take breaks.
Do you stop at appropriate times to eat and hydrate during the workday?	<input type="checkbox"/>	<input type="checkbox"/>	Set an alarm to remind yourself to eat and drink water
Do you ensure that you have daily contact with clients, co-workers, or your manager by phone or via virtually?	<input type="checkbox"/>	<input type="checkbox"/>	Use online tools to connect with a different colleague each day, even if it is just to say hello
Do you regulate the hours you work so that you allow for adequate time off for family and/or personal recreation daily?	<input type="checkbox"/>	<input type="checkbox"/>	Work your scheduled hours and stick to your schedule as often as possible
Do you keep your doors and windows closed and secured to prevent break-ins, theft, and other forms of violence?	<input type="checkbox"/>	<input type="checkbox"/>	Lock doors and close windows when not in use
Do you keep confidential printed documents in a locked desk or filing cabinet when they are not being used?	<input type="checkbox"/>	<input type="checkbox"/>	Lock secure documents in a desk or filing cabinet when not in use Keep the door to your workspace locked when you are not present Return confidential material to

			your work location if it is not required at home
Do you lock your screen every time you leave your computer?	<input type="checkbox"/>	<input type="checkbox"/>	Lock your computer each time you leave your work area



Acknowledgment

At Quinte Conservation, we strive to create a fair and efficient workplace where employees are safe and can thrive. The policies in this manual apply to all employees at Quinte Conservation and are intended to provide a consistent set of guidelines to direct the behaviour of all members of our team. They are based on current legislation and best practices and, therefore, may need to be amended from time to time. If there are any discrepancies between the policies in this manual and current legislation, the legislation will take precedence. Employees are expected to be familiar with the contents of this manual and to refer to it as necessary to inform their actions and behaviour.

These policies have been prepared to protect your health and safety and to inform you of the basic requirements expected of you as an employee of our company. It is your responsibility to understand and abide by the company policies and procedures specified here. It is the responsibility of the Supervisor or the Employer to review all these with you.

I hereby declare that I have had time to review these policies. I understand the requirements outlined in the policies and agree to abide by the rules and company policies and procedures contained herein. I acknowledge that any repeated violation of these policies and procedures will be cause for disciplinary action or even termination of my employment as per the corrective action process. I have received a digital copy of these policies.

Print Name: _____

Signature: _____

Date: _____



APPENDIX 1 – Fire Safety Plan



APPENDIX 2 – Employees with First Aid Training



APPENDIX 3 Emergency Contact Numbers

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (the “Agreement”) is entered into by and between:

Quinte Conservation

(the “Employer”)

- and-

INSERT EMPLOYEE NAME

(the “Employee”)

BACKGROUND:

- A. The Employer desires to employ the Employee and, by signing this Agreement, the Employee agrees to be employed by the Employer on the terms and conditions set out herein.
- B. The Employee’s employment will be governed in accordance with the minimum standards of the Ontario *Employment Standards Act, 2000* and its regulations, as replaced or amended from time to time (the “ESA”) and this Agreement.
- C. This Agreement is available for signing until **INSERT DATE AND TIME**. If the Employee does not sign this Agreement on or before the Signing Date, this Agreement will be revoked in its entirety. The Employee may not commence employment without having first signed this Agreement.
- D. The commencement of this Agreement is conditional on the Employee providing the Employer with the following:
 - (a) a driver’s abstract confirming their drivers’ license is in good standing,
 - (b) proof of a valid Class “G” driver’s license, and

Failure to provide the foregoing will result in the revocation of this Agreement in its entirety. The Employee may not commence employment under this Agreement without first having complied with the foregoing requirements.

IN CONSIDERATION of the mutual benefits, covenants, and promises made herein (the receipt and sufficiency of which is hereby acknowledged by each of the Parties), the Parties agree as follows:

- 1. **Term.** This Agreement will come into effect on **INSERT DATE**, and will continue until otherwise terminated in accordance with this Agreement (the “Term”).
- 2. **Position.** The Employee will be employed as **INSERT JOB TITLE**, reporting to **INSERT MANAGER OR SUPERVISOR**.

3. **Duties.** The Employee's duties will be as set out in Appendix "A" herein and shall be performed:
 - (a) In good faith and in a manner which promotes the Employer's best interests;
 - (b) In accordance with the Employer's reasonable rules, policies, and procedures as may be established and put into effect from time to time and which the Employee is provided notice of;
 - (c) In compliance with all federal, provincial, and municipal laws and regulations governing the Employee and the Employer.
4. **Location.** The Employee shall conduct their work primarily at 2061 Old Hwy #2, RR#2, Belleville, Ontario. The Employee may be required to travel on company business during the term of employment.
5. **Schedule.** The Employee is expected to work **INSERT NUMBER OF HOURS** per week (with one unpaid lunch break per day). Normal operating hours for the employer are **INSERT OFFICE HOURS SCHEDULE**. The Employee is expected to adhere to this schedule unless otherwise notified by the Employer. The Employee is expected to work such additional hours as may be necessary for the proper performance of the Employee's duties. The Employee understands that the Employer reserves the right to change the normal working hours, in accordance with the Employer's business needs, provided that reasonable notice and communication be given to the Employee in such cases.

This schedule is effective from the commencement date of employment, and any changes to the schedule will be made in accordance with the terms and conditions of this employment agreement.

6. **Probationary Period.** The Employee will be a probationary employee for a period of **INSERT TIME PERIOD IF APPLICABLE – If it is an existing employee there will not be a probation period** after commencing their employment (the "Probationary Period").
7. **Overtime.** The Employee is not entitled to work more than 35 hours per week without the Employer's express permission. Worked overtime shall be paid in accordance with the ESA.
8. **Pay.** The Employee will be paid **INSERT SALARY OR HOURLY RATE**, less applicable statutory withholdings, and deductions. The Employee's wages will be paid on a biweekly basis by direct deposit, and in accordance with the Employer's payroll practices, as amended from time to time in the Employer's sole discretion.

Subject to the Employer's budgetary requirements, the Employee may receive annual cost of living adjustments which, if granted, will be awarded retroactive to January 1st of each year. Additionally, the Employee may, at the sole discretion of the Employer, be eligible for adjustments to their annual base salary commensurate with the position's placement on

the Employer's salary grid. Conditions for and timing of movement along the salary grid are set out in the Employer's Policies and Procedures.

9. **Benefits.** Following **INSERT TIME FRAME (6 months New Hire)** of employment with the Employer, the Employee will be entitled to the following benefits:

(a) *Group Benefits.* The Employee will be entitled to enroll and participate in the Employer's group benefits plan(s), as summarized in the employee benefits handbook, which has been or will be provided to the Employee prior to the start of the Term. If/when the Employee enrolls in the Employer's group benefits plan, any required Employee contributions will be deducted from the Employee's pay.

(b) *Acknowledgement Re Benefits:* The Employer reserves the right to discontinue or amend the terms of any benefits provided directly by the Employer or any benefits plan provided by a third party at any time, at its sole discretion and without advance notice to the Employee. Provided the Employee is an active participant in the Employer's benefits at the time of termination of this Agreement, the Employee understands and agrees that they will only be entitled to benefits payment(s) or continuation as is required under the ESA and shall not be entitled to benefits continuation or payment(s) beyond the ESA minimum requirements or under the common law, regardless of the reason for termination (including wrongful termination or constructive dismissal).

10. **Pension Eligibility with OMERS:** The Employee shall be eligible to participate in the Ontario Municipal Employees Retirement System (OMERS) pension plan, effective from the commencement day of employment, provided that the Employee chooses to enroll in the plan. Participation in OMERS is optional, and the Employee may choose to opt in or out of the plan in accordance with OMERS guidelines.

Should the Employee choose to participate in the OMERS pension plan, both the Employee and the Employer shall contribute in accordance with the terms and conditions set forth by OMERS. The Employee is responsible for familiarizing themselves with the details of the OMERS plan and complying with all requirements for enrollment.

This pension plan participation is subject to the prevailing terms and conditions of OMERS and may be subject to change by OMERS in the future. The Employer shall not be responsible for any changes made by OMERS to the pension plan.

The Employee is encouraged to seek professional financial advice to determine the suitability of participating in the OMERS pension plan and to fully understand the benefits and obligations associated with such participation.

By signing this contract, the Employee acknowledges their understanding of the pension eligibility and the optional nature of participation in the OMERS plan.

11. **Use of Company Vehicles.** The Employer requires a driver's license abstract plus proof of current automobile insurance coverage for all employees whose duties require the driving of Employer-owned vehicles, or the Employee's own vehicles, to conduct the Employer's business. Employees using their personal vehicles for company business are required to provide proof of having \$2,000,000.00 liability insurance before any reimbursement may be sought for such use. The cost of this additional coverage, if any, will be the responsibility of the Employee. Furthermore, employees are required to inform their automobile insurance carrier of their use of their personal vehicle for business.
12. **Expenses.** The Employer will reimburse the Employee for all reasonable expenses incurred by the Employee in connection with the business of the Employer. Expenses will be paid within a reasonable amount of time after submission of acceptable supporting documentation.
13. **Policies and Procedures.** The Employee's relationship with the Employer will be governed by this Agreement and the Employer's policies and procedures as they are established from time to time. The Employee is required to comply with such policies and procedures so long as they are not inconsistent with any provisions of this Agreement.
14. **Vacation.** The Employee will receive **INSERT NUMBER OF DAYS** days of paid vacation per year, pro-rated for their first and last year of employment. Increases in paid vacation will be in accordance with the requirements of the ESA and the Employer's vacation policies, as amended from time to time. Vacation time cannot be taken before it is fully earned and shall be taken within 10 months after the year that it accrues, at a time or times acceptable to the Employer, having regard to its operations. The Employer reserves the right to set mandatory vacation time in accordance with the ESA. The Employee agrees that their vacation will be paid when it is taken.
15. **Resignation, Temporary Layoff and Termination.**
 - a. *Resignation by Employee.* The Employee may resign from their employment by providing the Employer with 2 weeks' prior written notice. The Employee will continue to work during the resignation notice period unless the Employer waives this requirement, either in whole or in part by providing the Employee with only their minimum entitlements under the ESA.
 - b. *Temporary Layoff.* The Employer reserves the right to place the Employee on a temporary layoff in accordance with the provisions of the ESA.
 - c. *Termination by Employer during Probationary Period.* The Employer may, in its sole discretion and for any reason, terminate this Agreement at any time during the Probationary Period without providing the Employee with notice of termination or payment in lieu of notice or any other termination entitlements, unless otherwise required under the ESA.

- d. *Termination by Employer with Notice or Pay in Lieu.* Following the Probationary Period, the Employer may terminate the employment of the Employee by providing them with only the minimum amounts required by the ESA for notice of termination or pay in lieu of notice (or a combination of both) and any other applicable minimum payments or entitlements that are required under the ESA, including but not limited to benefits pay/continuation, non-discretionary bonuses, and severance pay.
 - e. *Termination by Employer without Notice or Pay in Lieu.* The Employer may terminate the employment of the Employee at any time without providing them with prior written notice of termination or pay in lieu of notice (except as otherwise required by the ESA) where the Employer finds that the Employee has been guilty of wilful misconduct, disobedience or wilful neglect of duty that is not trivial and has not been condoned by the Employer, or for any other reason permitted under the ESA and its regulations, as amended from time to time.
 - f. *Employee Acknowledgement Re Termination.* The Employee understands and agrees to the termination provisions of this Agreement and specifically waives their right to common law reasonable notice of termination or pay in lieu thereof or any further entitlements under the common law. The Employee further agrees that the termination entitlements provided in this Agreement are reasonable and are intended to override and oust any entitlement the Employee may have to reasonable common law notice of termination or pay in lieu of notice or any other termination entitlements beyond the minimum entitlements provided under the ESA.
 - g. *Employee Acknowledgement Re Non-Inducement.* The Employee agrees and acknowledges that they have not been directly or indirectly induced or solicited away from secure employment in order to join the Employer. If the Employee has been induced or solicited away from secure employment in order to join the Employer, the Employee explicitly agrees that their tenure with their former employer (other than a predecessor of the Employer) will not be considered for the purposes of calculating the Employee's termination entitlements, unless otherwise required by the ESA.
16. **Technology.** The Employer's computers, laptops, cell phones, phone systems, or other technology which the Employee uses during their employment may only be used for work-related matters. The Employer may monitor the Employee's use of its technology, computers, and phone systems, including e-mails and other apps associated with the Employer, and the Employee acknowledges that they have no expectations of privacy in this regard.
17. **Exclusivity.** During the Term, the Employer expects that the Employee will devote their full time, attention, and abilities to the duties and responsibilities assigned to them by the Employer. The Employee may seek additional employment other than with the Employer only with the prior written consent of the Employer as long as any such additional

employment is not in competition with the Employer and does not interfere with the Employee's duties as required of them under this Agreement.

18. Restrictive Covenants.

- a. *Confidentiality.* During and after the Term, the Employee agrees not to use, divulge, sell, give, circulate, or otherwise distribute any Confidential Information of the Employer. All Confidential Information (including all paper and electronic copies) is the sole property of the Employer. The Employee may not make paper / electronic copies of Confidential Information unless agreed to in advance by the Employer. If the Employee is in possession of Confidential Information, they agree to return it to the Employer immediately upon request, or immediately upon the termination of this Agreement regardless of the reason or manner of termination. "Confidential Information" means all information, data, documents, agreements, files and other materials in whatever form including, without limitation, in written, oral, visual or electronic form, which is disclosed or otherwise furnished to the Employee in the course of their employment, whether or not such information is marked confidential, that relates directly or indirectly to the Employer's business, clients, products, services, referral sources, suppliers, finances, Intellectual Property and trade secrets, including:
- i. Client records, lists, files, oral/written communications;
 - ii. professional or other fees charged for services; and
 - iii. all or any portion of analysis, notations, plans, data, databases, designs, models, materials, marketing, compilations, reports, forecasts, studies, samples, statistics, summaries, interpretations, and other documents created, developed, prepared, received, obtained, or generated or derived from such information, data, documents, agreements, files, or other materials; and
 - iv. non-public, personnel information including shareholders, directors, officers, managers, employees, and representatives;
 - v. any other non-public information, tangible or intangible, that is of value to the Employer.
- b. *Intellectual Property.* The Employer is and shall be the sole and exclusive owner of all right, title and interest throughout the world in and to all the Intellectual Property, including but not limited to any materials produced by the Employee on behalf of the Employer or during their working hours for the Employer (collectively, the "Deliverables"), including all patents, copyrights, trademarks, trade secrets and other intellectual property rights (collectively "Intellectual Property Rights") therein. The Employee irrevocably assigns to the Employer, all rights, title and interest throughout the world in and to the Deliverables, including all Intellectual Property Rights therein.

“Intellectual Property” means Confidential Information, copies thereof, copyright works, trademarks, industrial designs, design rights, inventions (whether patentable or not), unpublished patent applications, inventive ideas, discoveries, innovations, developments, or improvements thereto, or any other intellectual property rights relating to any of the foregoing, whether registered or non-registered, whether or not reduced to written form or practice, within the scope of the Employer’s business activities. To the extent that any of the Employee’s pre-existing Intellectual Property Rights are contained in the Deliverables, the Employee grants to the Employer an irrevocable, worldwide, unlimited, royalty-free license to use, publish, reproduce, modify, display, distribute copies of, and prepare derivative works based upon such pre-existing Intellectual Property Rights.

- c. *Non-Solicitation.* Unless the Employer consents in writing (which consent may be unreasonably withheld), the Employee shall not knowingly, on the Employee’s own behalf, or on behalf of or in connection with any other individual, partnership, corporation, or organization of any type, directly or indirectly, in any capacity whatsoever for 12 months after the termination of this Agreement, regardless of the reason or manner of termination, contact or solicit in any manner whatsoever, directly or indirectly:
 - i. any of the Employer’s clients for the purpose of obtaining the business of such clients for the Employee’s own account or on behalf of any individual, partnership, corporation, or organization of any type which carries on a business similar to or in competition with that of the Employer; or
 - ii. offer employment or work to any of the Employer’s employees or contractors or induce or attempt to induce any of the Employer’s employees or contractors to be employed or engaged by any individual, partnership, corporation, or organization of any type that competes with the Employer.

Without limiting the generality of the foregoing, the phrase “solicit the business” used herein shall include, but not be limited to, notifying, or contacting clients for the purposes of allowing them to identify and / or seek products/services other than with the Employer.

- d. *Employee Acknowledgement Re Restrictive Covenants.* The Employee acknowledges that the confidentiality and non-solicitation restrictions in this Agreement are reasonable because the Employer has invested significant time, energy, and resources in building its business, which is highly competitive, and the Employee is and will become knowledgeable of Confidential Information concerning the Employer and its clients and business practices over the course of their employment.
- e. *Injunctive Relief.* If there is an actual or threatened breach of this Agreement by the Employee, including without limitation the confidentiality, conflict of interest, and non-

solicitation clauses herein, the Employer and its successors or assigns shall, in addition to other available legal or equitable remedies, be entitled to an injunction in respect of any such breach or threatened breach without the need to exhaust all other remedies or to prove actual damages.

19. **Changes.** The Employer and the Employee may make changes to this Agreement by mutual agreement, in writing, at any time. The Employer may make changes to the Employee's terms of employment at any time; however, if such changes are substantial, the Employee will be provided with the same amount of notice or pay in lieu of notice to which they would have been entitled if their employment was terminated in accordance with their minimum entitlements under the ESA. Such change(s) shall not constitute a termination of employment, constructive dismissal, or a breach of this Agreement.
20. **Obsolescence.** The Employee agrees that the terms of this Agreement which are intended by the parties to continue governing their employment relationship (including but not limited to the termination and restrictive covenant provisions contained herein) will continue to do so regardless of the Employee's length of employment or any changes to the Employee's position, pay, schedule, location, duties, position, benefits, vacation entitlements, bonus entitlements, or any other variable terms of employment and regardless of whether such change(s) is/are material or otherwise unless this Agreement has been terminated and replaced by a new employment agreement.
21. **Compliance with ESA.** The Employee is entitled to all minimum standards guaranteed by the ESA. If there is a conflict between this Agreement and the ESA, then the ESA will prevail unless the ESA permits the parties to agree otherwise, and the parties have explicitly agreed otherwise herein.
22. **Relocation.** The Employee acknowledges that their physical work location may change due to relocation of the Employer's business or for other commercially necessary or public health reasons, including a change from remote work to on-location work and *vice versa* (or a hybrid model combining both). The Employee agrees that such relocation will not constitute a constructive dismissal, wrongful termination, or a breach of this Agreement.
23. **Successors and Assigns.** This Agreement ensures to the benefit of the Employer and its respective affiliates, subsidiaries, and parent companies and each of their respective successors. This Agreement is personal to the Employee and shall not be subject to voluntary or involuntary assignment or transfer by the Employee.
24. **Non-Disparagement.** During and after the Term, the Employee agrees not to make or publish any written or oral statements which are disparaging, deleterious, or damaging to the integrity, reputation, or goodwill of the Employer or their business, workers, clients, customers, suppliers, or referral sources.
25. **Interpretation.**

- a. *Severability.* The paragraphs of this Agreement are separate and distinct covenants, severable from each other. If a covenant is determined to be invalid or unenforceable, such invalidity or unenforceability shall apply to the covenant only to the extent of that invalidity or unenforceability and shall not affect the validity or enforceability of any other covenant.
- b. *Interpretation.* For the purposes of this Agreement, words in the singular include the plural, words in the plural include the singular, words importing the use of any gender include all genders where the context or party referred to require, and the rest of the provision is to be construed as if the necessary grammatical and terminological changes had been made.
- c. *Headings.* The headings in this Agreement identifying various sections, paragraphs, subsections, and clauses are inserted for convenience or reference only and are in no way intended to describe, interpret, define, affect the construction of or limit the scope, extent or intent of this Agreement or any provision of this Agreement.
- d. *Entire Agreement.* This Agreement constitutes the entire agreement of the parties regarding the employment of the Employee by the Employer and supersedes all prior written or oral agreements, negotiations, or representations between the parties, including any pre-employment discussions and interviews. In the event of any inconsistency between the statements in the body of this Agreement, and the Employer's policies, as amended from time to time, the statements in this Agreement shall prevail.
- e. *Waiver.* No waiver of any provision in this Agreement by either party shall be deemed or constitute a waiver of any other provision.
- f. *Survival.* The termination of this Agreement will not affect the survival and enforceability of any provision(s) of this Agreement which is/are intended to remain in force after such termination, including but not limited to the Confidentiality and Non-Solicitation provisions herein.
- g. *Governing Law.* This Agreement and all matters arising out of or relating to this Agreement are governed by, and construed in accordance with, the laws of the Province of Ontario, and the federal laws of Canada applicable in that province, and the parties agree and attorn to the exclusive jurisdiction of the courts of the Province of Ontario in relation to the enforcement of this Agreement.
- h. *Electronic Signature.* This Agreement and any documents, schedules, exhibits, which are ancillary hereto may be signed by each party in identical counterparts, which shall together constitute a complete agreement. The parties further agree and acknowledge that signed copies of this Agreement and any documents, schedules, exhibits, which

are ancillary hereto which are transmitted electronically will be valid and enforceable as though they were the original copies.

26. **Employee Acknowledgements.** The Employee hereby acknowledges and fully understands:

- i. their rights and obligations under this Agreement;
- ii. the terms and conditions of this Agreement are fair, reasonable, and necessary to protect the Employer's and Employee's interests;
- iii. they have been given reasonable opportunity to obtain independent legal advice;
- iv. the sections of this Agreement which deal with the termination of their employment and specifically waives their right to common law reasonable notice or pay in lieu of notice of termination or any other common law entitlements which may otherwise be afforded to them upon termination;
- v. they have received a copy of the latest ESA poster; and
- vi. they have received or will receive (after signing this Agreement) sufficient consideration in exchange for entering into this Agreement.

[Signature Page Follows]

[Signature Page to Employment Agreement]

THE PARTIES are signing this Agreement on the dates below:

Signature of Employee
Per: **INSERT EMPLOYEE NAME**

Date Signed by Employee

Signature of Employer
Per: Brad McNevin, CAO
Quinte Conservation Authority

Date Signed by Employer

APPENDIX "A"

INSERT JOB DESCRIPTION

Employment Standards in Ontario

The *Employment Standards Act, 2000* (ESA) protects employees and sets minimum standards for most workplaces in Ontario. **Employers are prohibited from penalizing employees in any way for exercising their rights under the ESA.**

What you need to know

Public holidays

Ontario has a number of public holidays each year. Most employees are entitled to take these days off work and be paid public holiday pay. Visit Ontario.ca/publicolidays.

Hours of work and overtime

There are daily and weekly limits on hours of work. There are also rules around meal breaks, rest periods and overtime. Visit Ontario.ca/hoursofwork and Ontario.ca/overtime.

Termination notice and pay

In most cases when terminating employment, employers must give employees advance written notice of termination or termination pay instead of notice. Visit Ontario.ca/terminationofemployment.

Vacation time and pay

There are rules around the amount of vacation time and pay employees earn. Most employees can take vacation time after every 12 months of work. Visit Ontario.ca/vacation.

Leaves of absence

There are a number of job-protected leaves of absence in Ontario. Examples include sick leave, pregnancy leave, parental leave and family caregiver leave. Visit Ontario.ca/ESAguide.

Minimum wage

Most employees are entitled to be paid at least the minimum wage. For current rates visit Ontario.ca/minimumwage.

Other employment rights, exemptions and special rules

There are other rights, exemptions and special rules not listed on this poster, including rights to severance pay and special rules for assignment employees of temporary help agencies.

Subscribe to our newsletter and stay up to date on the latest news that can affect you and your workplace. Visit Ontario.ca/labournews.

Learn more about your rights at:

Ontario.ca/employmentstandards
1-800-531-5551 or TTY 1-866-567-8893

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