



# Workplace Health & Safety

FRONTIER SUPPLY CHAINS SOLUTIONS INC.

# Frontier's H&S policy

- ▶ At Frontier Supply Chain Solutions, the health and safety of our employees comes first. We are committed to doing everything possible to prevent injuries and to maintain a healthy work environment.
- ▶ To this end:
- ▶ The company is committed to maintaining a workplace health and safety program to ensure the goals of this policy are met.
- ▶ Every person in the company must integrate good workplace health and safety practices into their daily activities.
- ▶ All employees are required to support the workplace health and safety programs

# Frontier's H&S continued

- ▶ Management is responsible for enhancing health and safety consciousness.
- ▶ Management must ensure that employees are trained in healthy and safe work procedures allowing for the work to get completed without accident and injuries.
- ▶ A workplace health and safety committee will be created with effective employee representation to ensure that a comprehensive program is completed and maintained.
- ▶ All employees are accountable for helping to implement this program and following any procedures, policies or practices created as part of the program.

# Why have a H&S policy

- ▶ To assist in providing a safe and healthy work environment for employees, customers and visitors, Frontier has established a Workplace Health and Safety Committee.
  - ▶ Their role is to regularly inspect the workplace for potential hazards and follow up on these to ensure they are rectified as quickly and as safely as possible. The current members of the committee as well as other safety related information can be found on your health and safety board

# Frontier's classification - Winnipeg

- ▶ In Manitoba Frontier is classified as a Close Workplace Low Hazard Work - (FA1)
  - ▶ This means Frontier is in close proximity to first responders and has between 41-100 employee on shift at a time
- ▶ The Winnipeg office is required to have 1 First Aid responder on shift at all times

# Frontier's classification – ON & US

- ▶ The Vaughan office has over 15 employees but fewer than 200 it must have 1 First Aid Responder on staff
  - ▶ IN Ontario if you have 6-19 employees you are required to have 1 H&S representative
  - ▶ With 20-49 employees you are required to have a committee with at least 2 members (1 management, 1 staff)
- ▶ The Itasca office is required to have 1 First Aid responder on staff
- ▶ The Tukwila office is required to have 1 First Aid responder on staff

# Employees Responsibilities

- ▶ Each employee is expected to obey the safety rules and to exercise caution in all work activities.
- ▶ Employees must immediately report any unsafe condition to the appropriate supervisor.
- ▶ Follow H&S rules to help keep the workplace safe
  - ▶ ie: no smoking in the building (this includes vaping)
- ▶ Treat one another with respect

# H&S governing entities

- ▶ British Columbia – Work Safe BC
  - ▶ <http://www.worksafebc.com/>
- ▶ Manitoba – Workplace Safety and Health Manitoba
  - ▶ <http://safemanitoba.com/>
  - ▶ <https://www.safemanitoba.com>
- ▶ Ontario – Occupational Health and Safety Branch
  - ▶ <http://www.labour.gov.on.ca/english/hs/>
- ▶ Illinois – United States Department of Labor
  - ▶ <https://www.osha.gov/dcsp/osp/stateprogs/illinois.html>
  - ▶ Occupational Safety and Health Administration (OSHA)
- ▶ Washington – Washington State Department of Labor and Industries
  - ▶ <http://www.lni.wa.gov/safety/>
  - ▶ Occupational Safety and Health Administration (OSHA)



# What happens if I get hurt at work?

- ▶ If you are injured on the job tell your supervisor or manager immediately
- ▶ Seek medical attention
- ▶ If you are unable to return to work due to an injury inform your supervisor or manager
- ▶ Start a workers compensation claim
- ▶ The H&S committee will investigate any and all accidents
  - ▶ Employee confidentiality will be kept during the investigation

# Accident investigation forms

WORKPLACE SAFETY AND HEALTH COMMITTEE

**INCIDENT INVESTIGATION SUMMARY REPORT**

INDUSTRIAL  CONSTRUCTION  SERVICE SECTOR

FIRE  EXPLOSION  SPILL  OTHER

EMPLOYER NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

INJURY: YES  NO

DATE and TIME of INCIDENT: \_\_\_\_\_

INVESTIGATING COMMITTEE MEMBERS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PART I – PARTICULARS**

Did the incident involve injury? Yes \_\_\_\_ No \_\_\_\_

If yes,  
Name of injured: \_\_\_\_\_  
First Name Middle Last Name

Injured Worker's Home Address: \_\_\_\_\_ Tel#: \_\_\_\_\_

Injured Worker's Occupation / Job Title: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_  
First Name Middle Last Name

Did the incident involve property damage? Yes \_\_\_\_ No \_\_\_\_

If yes, describe:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was first aid rendered? Yes \_\_\_\_ No \_\_\_\_

If yes, by whom? (if outside emergency assistance was required, provide details)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART III – EVIDENCE** (CONT'D)

*Persons with Information - Statement Summary:*

Name: \_\_\_\_\_  
First Name Middle Last Name

Date Interviewed: \_\_\_\_\_ Occupation: \_\_\_\_\_  
dd/mm/yy

Did you witness the incident? Yes \_\_\_\_ No \_\_\_\_

Name of Interviewer: \_\_\_\_\_

Summary of Statement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Persons with Information - Statement Summary:*

Name: \_\_\_\_\_  
First Name Middle Last Name

Date Interviewed: \_\_\_\_\_ Occupation: \_\_\_\_\_  
dd/mm/yy

Did you witness the incident? Yes \_\_\_\_ No \_\_\_\_

Name of Interviewer: \_\_\_\_\_

Summary of Statement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PART IV – INCIDENT CAUSATION**

What was the DIRECT CAUSE of the incident? (What caused injury or damage?)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What were the INDIRECT CAUSES? (What caused the incident?)

TASK: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

WORKER(S): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

MATERIAL/EQUIPMENT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

MANAGEMENT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

ENVIRONMENT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# Accident investigation forms cont

<p><b>PART V – CORRECTIVE ACTION</b></p> <p><i>Immediate</i> corrective actions to prevent recurrence:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Target Date for corrective action: _____</p> <p style="text-align: center;"><small>dd/mm/yy</small></p> <p>Long term solutions:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Target Date for corrective action: _____</p> <p style="text-align: center;"><small>dd/mm/yy</small></p> <p><b>PART VI – REPORT REVIEW</b></p> <p>Signature of Investigator(s): _____</p> <p>Date report completed: _____</p> <p style="text-align: center;"><small>dd/mm/yy</small></p> <p>Distribute Report to: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Signatures of Co-Chairpersons – Safety and Health Committee:</p> <p>_____</p> <p>Employer Co-Chair / Date      Worker Co-Chair / Date</p>
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# Workers Compensation Board – MB

- ▶ If you are injured in the workplace while working in the province of Manitoba you must first report the injury to your employer.
- ▶ Your employer (Frontier) must report your injury to WCB within 3 days of the accident or 5 days of you advising them of your injury.
- ▶ After any injury Frontier will ask you to seek medical attention right away
- ▶ If you miss time from work you should report the accident to WCB by phone, fax or mail
- ▶ If you see a doctor regarding your accident have your doctor complete a medical report on your injury and fax it to WCB
- ▶ Keep in touch with your employer regarding your recovery

# Workplace Safety and Insurance Board – ON

- ▶ If you are injured in the workplace while working in Ontario you must first tell your employer of the injury
- ▶ Your employer must submit a report on the accident to WSIB within 3 days
- ▶ After any injury Frontier will ask you to seek medical attention right away
- ▶ Tell your medical professional to send a Health Professional's Report (form 8) to WSIB
- ▶ To apply for WSIB benefits you will have to fill out a Workers Report of Injury/Disease (Form 6) and submit it to WSIB
  - ▶ You must allow your doctor to release your functional abilities to your employer
- ▶ Keep in touch with your employer regarding your recovery

# Illinois Worker's Compensation

- ▶ If you are injured in the workplace while working in the state of Illinois you must first tell your employer of the injury
- ▶ If able to fill out injury report form with supervisor
- ▶ Seek medical attention from a first aid responder or a physician
- ▶ If you see a doctor have them fill out a workplace accident report
- ▶ Your doctor will submit this form to Workers Compensation on your behalf
- ▶ Workers Compensation will contact you to advise if your claim has been approved or denied
- ▶ Keep in touch with your employer regarding your recovery

# Washington Workers Compensation

- ▶ If you are injured in the workplace while working in the state of Washington you must first tell your employer of the injury
- ▶ If you are injured at work or develop an occupational disease you must submit a claim to the Washington State Department of Labor and Industries.
  - ▶ You can file an workplace accident report at your doctors office, on the website or by calling L&I during business hours at 1-877-561-3453
- ▶ If approved then L&I will reimburse you for medical bill, wage replacement and assist in a return to work program
- ▶ If the claim is rejected you do have the right to appeal the claim through the Board of Industrial Insurance Appeals
- ▶ Keep in touch with your employer regarding your recovery

# Occupational Safety and Health Administration (OSHA) - USA

- ▶ The OSHA requires that employers provide employees with a workplace free from recognized hazards
- ▶ Employers are required to provide information to employees at the workplace
  - ▶ This information will be posted in a common area such as a lunch room or easily accessible hallway



# Health and Safety committee

- ▶ Frontier has a H&S committee
- ▶ The H&S committee must consists of equal numbers of employees and management
  - ▶ Must have representative from different departments
- ▶ Frontier has a H&S board that displays all committee meeting minutes, policies and procedure
- ▶ The committee grants 3 rights to workers
  - ▶ The right to know about workplace hazards
  - ▶ The right to participate in decisions related to workplace safety
  - ▶ The right to refuse unsafe work

# Joint workplace H&S Committee Members

<u>Name</u>	<u>Department</u>	<u>Location</u>
▶ Edgardo Lopez	Brokerage	Winnipeg
▶ Suzette Gonzales	Logistics	Winnipeg
▶ Jennifer Walichnowski	Brokerage	Winnipeg
▶ Vikas Sharma	Logistics	Winnipeg
▶ Karley Love	Human Resources	Winnipeg
▶ John MacNeil	Logistics	Winnipeg
▶ Michael Virzi	Logistics	Itasca
▶ Robert Cox	Finance	Tukwila
▶ Darryl Seepersad	Logistics	Vaughan
▶ Ryan Street	Courier	Winnipeg

# Frontiers first responders

<b>Name</b>	<b>Department</b>	<b>Location</b>	<b>Expiration</b>
▶ Darryl Seepersad	Logistics	Vaughan	June 2018
▶ Danilo Gomes	Brokerage	Winnipeg	May 2020
▶ John MacNeil	Logistics	Winnipeg	August 2018
▶ Edgardo Lopez	Brokerage	Winnipeg	September 2018
▶ Cameron Lowery	Courier	Winnipeg	January 2020
▶ Guriqbal Matharu	Logistics	Winnipeg	September 2020

# What does the committee do?

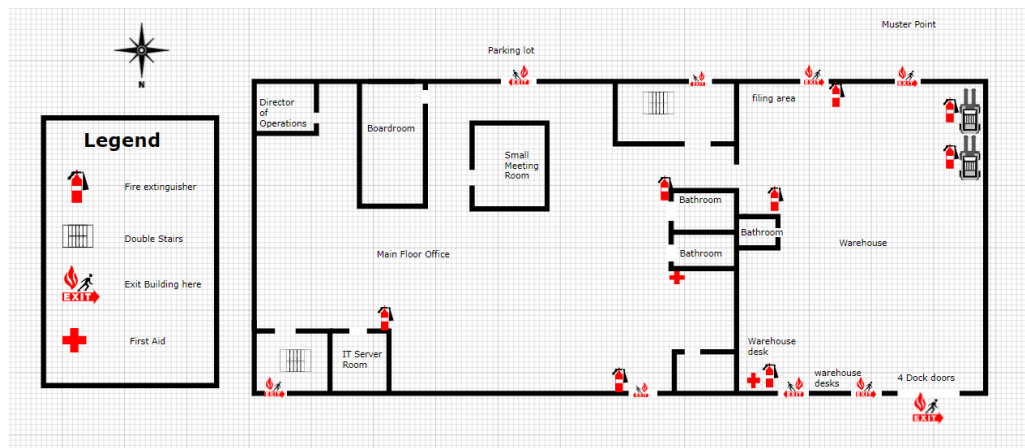
- ▶ The committee meets once every quarter to discuss;
  - ▶ Measure to ensure the health and safety of workers
  - ▶ Assist on developing H&S policies and procedures
  - ▶ Analyzing workplace hazards
  - ▶ Assisting with the development of safe work procedures
  - ▶ Making recommendations for corrective actions
  - ▶ First aid training is provided to H&S members

# Role of Committee members

- ▶ To communicate health and safety concerns of employees to the committee to be addressed
- ▶ Participate in accident investigations when an employee is critically injured
  - ▶ This is to help stop this form happening again
- ▶ Participate in workplace inspections to identify unsafe working conditions and/or unsafe acts
- ▶ Eliminate potential hazards
- ▶ Workplace inspections
  - ▶ Create action plans
- ▶ Communicate concerns with management
- ▶ Record meeting minutes

# Emergency Response Plans

- ▶ Frontier is required to provide employees with an emergency response plan
- ▶ Our emergency evacuation plan is listed by every exit in the buildings
  - ▶ Have a muster point to meet at in case of emergency evacuation
- ▶ Example of a floor/how to read a floor plan below;



# How to join the H&S committee

- ▶ If you are interested in joining the H&S committee please speak with HR

# Questions

