

HR Policies

Workplace policies and practices must comply with applicable [Occupational Health and Safety](#) laws and regulations and with Workers' Compensation laws and regulations, which deal with compensation for accidents and disease.

The [Canadian Centre for Occupational Health and Safety \(CCOHS\)](#) website is a rich resource:

- A searchable section under "OSH Answers"
 - Contact information for government departments and agencies in all jurisdictions
 - Updates on changes to legislation, program ideas and current OSH news items
- Employers and employees share responsibilities for making sure work environments are healthy and safe. Encourage everyone in your workplace to be accountable for health and safety. Invite employees to work on developing and implementing your OSH policy and programs. Review your policy regularly and be vigilant about implementing it. Make sure that everyone understands the policy and their responsibilities. Post OSH information in visible areas.

Here are some key elements to cover in an OSH policy:

- Individual responsibilities
- Workplace rules and procedures
- Employee orientation and training
- Workplace inspections (preventive action)
- Reporting and investigating accidents and health and safety incidents
- Emergency procedures, medical and first aid
- Health and safety committee (required in most provinces and territories in workplaces with a specified minimum number of employees)
- Employees' right to refuse to work without fear of reprisal if they believe it is unsafe for themselves or someone else. Legislation provides guidelines on specific rights, procedures, and penalties for non-compliance

Your OSH policy must be specific to your workplace. It needs to deal with any unique workplace issues. Here is a sample list of issues and some ideas about how they can be addressed: