


Chapter:	Staff Safety and OH&S	Classification:	Public Document
Subject:	Occupational Health and Safety Act		
For:	Entire Division	 Authorized by Executive Director	


## 1. Policy

- 1.1 Correctional Services will provide for a safe and accident free workplace in accordance with the *Occupational Health & Safety Act*, Chapter 7 of the Revised Statues of Nova Scotia, 1996 (OH&S).
- 1.2 Workplace Violence inspections and plans will be in accordance with the *Occupational Health and Safety Act, Violence in the Workplace Regulations*.
- 1.3 Correctional Services will rely on guidance from the Nova Scotia Public Service Commission for information regarding OH&S matters.

## 2. Procedures

- 2.1 Head Office administrators, superintendents and senior probation officers will ensure
  - 2.1.1 employees have access to the *OH&S Act* at the workplace
  - 2.1.2 OH&S committees are established in accordance with the *Occupational Health and Safety Act* and the provisions of any current collective agreement
  - 2.1.3 staff and contract workers are aware of and represented on the appropriate regional OH&S committees
  - 2.1.4 a workplace violence prevention plan is established for each workplace
- 2.2 Superintendents and senior probation officers (SPO) will ensure
  - 2.2.1 OH&S is a standing agenda item for all management and staff meetings
  - 2.2.2 the Department of Justice Occupational Health and Safety Management System (OHSMS) (see [12.00.00-B](#)) is promoted and maintained
  - 2.2.3 a Joint Occupational Health and Safety Committee (JOHSC) is established for all workplaces
  - 2.2.4 workplace OH&S inspections are completed
  - 2.2.5 Workplace Violence Risk Assessment and Corrective Action Forms ([12.00.00-A](#)) are completed in accordance with the

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*Occupational Health and Safety Act, Violence in the Workplace Regulations, Sections 5 and 6.*

- 2.2.6 all JOHSC members have appropriate training
- 2.2.7 the JOHSC will be comprised of equal number of management and non-management employees who are employed at the same or similar workplace
  
- 2.3 Committees will
  - 2.3.1 meet formally as a group
  - 2.3.2 maintain appropriate records
  - 2.3.3 establish Terms of Reference in accordance with the *Department of Justice Occupational Health and Safety Management System*
  - 2.3.4 participate in investigations and inspections pertaining to the occupational health and safety of employees as well as workplace violence
  - 2.3.5 receive and review incident occurrence reports
  - 2.3.6 provide advice vis-a-vis protective devices, equipment and clothing
  - 2.3.7 make recommendations for improvements
  - 2.3.8 prepare and submit to the Nova Scotia Public Service Commission an annual report