

**KENORA DISTRICT SERVICES BOARD
POLICY and PROCEDURE**

TITLE: OCCUPATIONAL HEALTH AND SAFETY	SECTION: LAND AMBULANCE
DATE: April 23, 2007	POLICY NO.: KDSB-LAS-III-09
APPROVED BY: Resolution No. 2001-102	REVISED: March 31, 2007

1. POLICY STATEMENT

The Kenora District Services Board will provide a safe and healthy work environment that encourages timely and effective response to identified hazards.

2. PROCEDURE

2.1 Workplace Safety

- (1) It is the responsibility of every employee of the Kenora District Services Board to work in a safe manner and report any observed hazard or condition immediately to his/her supervisor.
- (2) Each ambulance service will select a representative from among the unionized staff to undertake the responsibilities as outlined in the Occupational Health and Safety Act.
- (3) Based on regular workplace inspections and information provided by other employees, matters of concern will be brought to the attention of the Ambulance Service Manager or Coordinator.
- (4) Matters of immediate concern will be resolved in an expedient manner and in accordance with all applicable legislation, guidelines, policies and procedures.
- (5) If the identified concern has district-wide application, it will be placed on the agenda of the next scheduled management meeting for review and resolution.
- (6) All information related to a concern, whether considered on a local or district-wide basis will be documented and forwarded to the Director of EMS.

2.2 Incident Reports

- (1) All injuries, illnesses or hazardous situations must be reported immediately to the individual in charge.
- (2) In all circumstances an incident report must be completed and forwarded to the administration offices of the Kenora District Services Board. If medical attention is required, the KDSB information sheet must also be completed and forwarded at the same time to ensure proper submission of information to WSIB.
- (3) If the incident involves a needle-stick or splash of body substances, WSIB Form 2819A must also be completed.
- (4) The Ambulance Service Manager or Coordinator will investigate the incident and identify any corrective action that is required to reduce the risk of a similar occurrence.