



MOHAWK COUNCIL OF KANESATAKE

OCCUPATIONAL HEALTH & SAFETY POLICY

Reviewed and Amended:

Approved by Council:

February 11, 2025

Approved by Resolution #

069.2425.00069

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1. EFFECTIVE DATE

The Occupational Health and Safety Policy (or "Policy") was approved by the Mohawk Council of Kanesatake on February 11, 2025, and comes into force on February 11, 2025. This document will be reviewed at least once every five (5) years.

If no new or amended version is approved by February 11, 2030, this version will remain in effect.

2. DEFINITIONS

<i>Administration</i>	The administrative body of the Mohawk Council of Kanesatake responsible for the development and implementation of programs, services and initiatives delegated by The Mohawk Council of Kanesatake.
<i>CNESST</i>	Refers to the <i>Commission des Normes, de l'Équité, de la Santé et de la Sécurité au Travail</i> , the entity to which the Government of Quebec who administrates and manages the workers' compensation scheme.
<i>Council</i>	The Elected members of the Mohawk Council of Kanesatake (MCK).
<i>Employee</i>	Any person hired by the Mohawk Council of Kanesatake having an employment relationship with the Mohawk Council of Kanesatake.
<i>Employee File</i>	The primary employee file that contains the history of the employment relationship from application to termination documentation and exit interview. This file is maintained by the Human Resources Manager.
<i>First Aid Attendant</i>	Employees designated by the MCK who hold a basic or standard first aid certificate.
<i>Workplace Health & Safety Committee</i>	The body established under section 135 of the <i>Canada Labour Code</i> and mandated by the Mohawk Council of Kanesatake to support MCK and the Human Resources to conduct workplace inspections, suggest policies modifications, provide of plan training needs.
<i>Human Resources Manager</i>	The person hired to manage the overall Human Resources of all the Mohawk Council of Kanesatake departments.
<i>Independent Contractor</i>	Means a person or company: whose services MCK has retained under a contract of service; who is free to choose the means of performing the contract of service; who is not subordinate to the Council or to any member of the staff of MCK; or who has a chance of profiting from, but assumes the risk of loss under, the contract of service.
<i>MCK</i>	Mohawk Council of Kanesatake.

<i>Mohawk Council of Kanesatake</i>	The legal governing body of Kanesatake and its territory.
<i>Record</i>	Any medium on which information is recorded or stored by any means, whether graphic, electronic, mechanical or otherwise.
<i>Statement of Understanding</i>	The documents attached as appendices to this Occupational Health and Safety Policy and forms part of this Policy.
<i>Telework</i>	A form of work organization in which workers perform some or all of the tasks, which they normally perform on the employer's premises, at a telework location, including through the use of information technology.
<i>Temporary Employees / Position</i>	Staff hired for a short-term, depending on workload need as defined under the MCK Hiring Policy.
<i>Training</i>	Conference, training course, training program or any other course or program relevant to the position of an employee of the MCK, meant to train them.
<i>WHMIS</i>	Stands for <i>Workplace Hazardous Materials Information System</i> , which is the Canada-wide classification system for hazardous materials.
<i>Workplace</i>	Any place where an employee is engaged in work for the employee's employer as per 122(1) of the <i>Canada Labour Code</i> .

3. OBJECTIVE

The purpose of this Occupational Health and Safety Policy is to establish procedures that provide a framework for the administration of the Mohawk Council of Kanesatake in the application of occupational health and safety measures. Respecting the laws and regulations that govern the MCK including Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations*. Having a healthy and safe work environment is a continuous process that requires the participation of everyone at the Mohawk Council of Kanesatake, including employees, managers, Council, the community and any other partner or service providers. This is accomplished by:

- Efficient completion of tasks;
- Performing these tasks in a safe manner for each employee and others;
- Ensure that the work environment is designed to promote and develop employee wellness;
- Ensure that situations are addressed in a timely manner when a threat arises to the health and safety, including mental wellness of the employees;
- The proper understanding of this Policy and the Occupational Health and Safety Program by all levels of the MCK;
- Compliance with the occupational health and safety measures described in this Policy;
- The use of work equipment and personal protective equipment in accordance with the standards in place;
- Establish a culture of prevention in occupational health and safety.

These objectives will be achieved by:

- Periodic and spot checks of workplaces;
- Periodic training for all employees;
- Continued implementation of measures to eliminate risks and, where not possible, reducing and controlling those risks to tolerable levels;
- Promoting a work environment where employees feel comfortable and safe to disclose threats to their health, safety and/or wellness;
- Leading activities designed to promote and enhance health, safety and wellness in the workplace;
- Ensure that the resources, whether financial, human, or material, are sufficient to accomplish the operations of the MCK in compliance with this Policy and the applicable legislative framework.

4. SCOPE

This Occupational Health and Safety Policy applies to all employees of the Mohawk Council of Kanesatake.

This Occupational Health and Safety Policy does not apply to independent contractors, self-employed workers or subcontractors of the MCK. The MCK reserves the right to verify that independent contractors, self-employed workers or subcontractors with whom it does or intends to do business possess all the necessary certifications and coverage.

This Occupational Health and Safety Policy expressly applies in remote work situations, regardless of whether the remote working is temporary or permanent, with necessary adjustments.

Words in the singular include the plural, and words in the plural include the singular.

When a term is defined, other parts of speech and grammatical forms of the same word have a corresponding meaning.

A reference to an enactment is a reference to that enactment, including its amendment or replacement, and includes all regulations created under that enactment.

In the event of a conflict between this Policy and the applicable legislative framework, the provision most favorable to the employee must apply.

5. ROLES AND RESPONSIBILITIES

The Mohawk Council of Kanesatake is responsible for:

- Ensuring the protection of the health and safety of every person employed by the MCK;
- Adopting this Occupational Health and Safety Policy, and to ensure its application throughout the organization;
- Approving amendments to this Policy; and,
- Dedicating and approving the resources necessary to fully meet the MCK's occupational health and safety obligations.

The Human Resources Manager is responsible to:

- Ensure the application of this Policy within the organization;
- Provide occupational health and safety training for employees;
- Inform Council of any additional financial, material or human resources required to ensure the MCK's compliance with its employer obligations;
- Ensure that all employees are aware of the Occupational Health and Safety Policy;
- Ensure that all employees have read and signed the Statement of Understanding of this Policy; and
- Prepare annual reports for the Federal Labour Program and ensure legislative compliance with record keeping obligations.

The Directors/Managers are responsible to:

- Comply with and enforce the Occupational Health and Safety Policy according to his/her level of authority;
- Ensure that employees under their supervision comply with this Policy;
- Ensure that employees under their supervision work in safe areas, use work equipment and personal protective equipment properly.

Employees are responsible to:

- Use any safety materials, equipment, devices and clothing that are intended for the employee's protection and furnished to the employee by the employer or that are prescribed;
- Familiarized themselves with the Occupational Health and Safety Policy;
- Comply with the Occupational Health and Safety Policy;
- Understand and comply with the MCK's Prevention Program;
- Take all reasonable and necessary precautions to ensure their health and safety, and the health and safety of any other person likely to be affected by the employee's acts or omissions;
- Inform their immediate supervisor of any risk to their health and safety and others in the workplace;
- Comply with all instructions from their supervisor concerning the health and safety of employees;
- Comply with the verbal or written instructions of the Work Place Health and Safety Committee;
- Co-operate with any person carrying out a duty or function required by the *Canada Labour Code*; and

- Report to their immediate supervisor any situation that they believe to be a contravention of this Occupational Health and Safety Policy or the *Canada Labour Code*.

The Work Place Health & Safety Committee is responsible to:

- consider and expeditiously dispose of health and safety complaints relating to the health and safety of employees;
- participate in the implementation and monitoring of a program for the prevention of workplace hazards that also provides for the education of employees in health and safety matters;
- participate in the development, implementation and monitoring of a program for the prevention of workplace hazards that also provides for the education of employees in health and safety matters related to those hazards;
- participate in all of the inquiries, investigations, studies, and inspections pertaining to employee health and safety, including any consultations that may be necessary with persons who are professionally or technically qualified to advise the committee on those matters;
- participate in the development, implementation and monitoring of a program for the provision of personal protective equipment, clothing, devices, or materials and shall participate in the development of the program;
- ensure that adequate records are kept on work accidents, injuries and health hazards relating to the health and safety of employees and regularly monitor data relating to those accidents, injuries and hazards;
- co-operate with the government's health and safety officers;
- participate in the implementation and planning of changes that may affect occupational health and safety, including work processes and procedures, and shall participate in the planning of the implementation of those changes;
- assist the employer in investigating and assessing the exposure of employees to hazardous substances;
- inspect every part of the workplace at least once a year; and,
- participate in the development of health and safety policies and programs.

6. OCCUPATIONAL HEALTH AND SAFETY EXPECTATIONS

The Mohawk Council of Kanesatake is committed to creating and maintaining a healthy and safe work environment for all employees. This commitment will be achieved through the implementation and collaboration with the Work Place Health & Safety Committee. Ultimately, the goal is for the principles of occupational health and safety to become an integral part of the organization's culture. The MCK, through this Policy and the new procedures put in place, wishes to position itself as a model for occupational health and safety in the First Nations organizations.

7. EXPECTATIONS OF EMPLOYEES

The Mohawk Council of Kanesatake wants to ensure that all its employees understand the many reasons to have safe workplaces for everyone. To this end, it is very important for them to participate fully in collaborative exercises and training aimed at improving the various processes related to occupational health and safety. It is also necessary for them to understand that the use of safe procedures is intended to protect them in the performance of their duties.

In addition to reading and understanding this Policy, employees are also expected to ensure that they use the appropriate communication channels to report a doubt, a fear or a risk to health and safety in the workplace. To this end, an employee who witnesses such a situation is required to communicate it as quickly as possible to his or her Director/Manager or the Work Place Health & Safety Committee.

If a danger is imminent and contacting the Director/Manager or the Work Place Health & Safety Committee is not possible, the employee is expected to communicate the imminent danger to all persons present in the workplace and to cease operations in a safe manner.

On occasion, an employee may witness a workplace incident involving another person. In such a situation, a process will be put in place to investigate the situation. It is important for the employee to fully cooperate with the MCK and/or the authorities responsible for such an investigation. It is also necessary for the employee to understand the importance of their testimony and to avoid sharing this testimony with persons or through means of communication that could lead to a leak of sensitive or confidential information, which could harm an employee, a partner of the MCK or the Mohawk Council of Kanesatake itself.

In case of hesitation, the employee is invited to contact the Human Resources Manager, who will guide the employee appropriately.

8. WORKPLACE GUIDELINES

8.1) Use of working material

Employees may be required to use a variety of tools, equipment, or work vehicles. It is important for the MCK to provide training to employees on using work equipment. The Human Resources Department is responsible for maintaining a record of restricted work equipment (e.g., heavy vehicles, welders, etc.), created by the Work Place Health & Safety Committee.

Restricted equipment must be explicitly identified.

To use this equipment, a written authorization must be completed between the employee, the Director/Manager and the Human Resources Manager. The Director/Manager is responsible for confirming that the employee has all the necessary training for the use of the equipment identified by the authorization.

8.2) Use of personal protective equipment

Some tasks require the use of personal protective equipment (e.g., safety glasses, work gloves, helmets, bibs, etc.). The Work Place Health & Safety Committee is responsible for keeping a register of operations requiring the use of personal protective equipment for each department. This register is revised at least every six (6) months.

The record identifies, for each department:

- nature of the task;
- the positions authorized to perform the task;
- all personal protective equipment required to perform the task, and;

- any other relevant information.

The register of operations is then communicated to all employees. Employees are required to review it in a timely manner. This register must serve as a reference guide for the employee in the use of personal protective equipment. A copy of the register is also available for consultation at Directors/Managers offices.

To the extent that personal protective equipment is added to the register, the Work Place Health & Safety Committee must ensure that the necessary training in its use (e.g.: proper helmet use) is completed by all concerned employees. Training may take the form of written, oral, practical or theoretical communication, depending on the training needs.

The Director/Manager ensures that each employee under their supervision has the necessary and appropriate personal protective equipment to perform these tasks.

If an employee finds a defect in protection equipment that may render it unsafe, they must report the defect to their immediate supervisor as soon as feasible. Any defective protection equipment will be removed from service and marked as unsafe.

9. PERIODIC AND SPONTANEOUS INSPECTIONS OF WORKPLACES

Having workplaces that are up to standard is an ongoing effort and requires constant attention on the part of employees. To ensure a proper follow-up, the MCK's Work Place Health & Safety Committee is responsible for inspecting each workplace at least once a year. The visit of the premises is done in the presence of an employee and the Director/Manager. During the visit, the Work Place Health & Safety Committee representative takes note of many elements, including:

- Items corrected since the last visit;
- Items that have still not been corrected since the last visit;
- Items to be corrected, with a mention of the degree of importance (short-term, mid-term or immediate change);
- Any other relevant observations to document the condition of the site.

Once the inspection is finalized, the Work Place Health & Safety Committee will issue a report with its recommendations and will forward it to the Human Resources Manager. The Human Resources Manager will respond to the Work Place Health & Safety Committee's recommendations within thirty (30) days after receiving them, indicating what, if any, action will be taken and when it will be taken. If necessary, the Human Resources Manager and the Work Place Health & Safety Committee agree on an action plan to be implemented with the employees affected by the measures. The Work Place Health & Safety Committee is responsible for following up on the implementation of corrective measures.

Spontaneous visits may also occur for the following reasons, but not limited to:

- A work-related incident or accident has occurred;
- New equipment, tools and vehicles have been acquired;

- A complaint or concern was communicated by a staff member;
- Etc.

The purpose of these visits is to ensure that the MCK's workplaces are always adequate and safe. They are also intended to promote a constructive exchange of the expertise of the Director/Manager with other employees of the MCK.

9.1) Risk identification

The risk identification process consists of 3 steps:

1. Identify

- The purpose of this step is to identify the elements that constitute risks to the health and safety of employees in the workplace. The identification of risks can be done, among other things, by analyzing the tasks performed, where four (4) work components are analyzed:
 - The individual (training, experience, supervision);
 - Tasks (procedures, work, frequency);
 - The environment (tools, machines, vehicles);
 - The material (condition of the premises, temperature, humidity, contaminants).
- The types of risks can be chemical, biological, physical, ergonomic, psychosocial or safety related.

2. Correct

- This step aims to take the appropriate means to correct the situation that constitutes a risk in order to eliminate this risk or, when impossible, to reduce it to a minimum.
- The various means of prevention can be:
 - The use of personal protective equipment;
 - Administrative measures;
 - Visual and sound awareness;
 - Technical control;
 - Replacement; and,
 - Elimination of the source.
 - The above means are ranked in increasing order of effectiveness.
- For example, an unnecessary object that may pose a risk of head injury should be removed (source removal) rather than requiring employees to use helmets (use of personal protective equipment).

3. Check

- This step is for follow-up afterwards to ensure that the risk situation does not reoccur.
- The means of control are:
 - Information;
 - Refresher training;
 - Inspection;
 - Supervision;

- Preventive maintenance;
- The procurement process;
- Workplace quality monitoring; and,
- Monitoring employee's health.

During these quarterly visits, the Work Place Health & Safety Committee completes the Risks Assessment Tool produced by the CCOHS. A copy of the Risk Assessment Tool, duly completed after each visit, is kept in a designated area to monitor progress.

For more information on hazard identification, please consult the CCOHS [website](#).

10. MATERIAL PROCUREMENT PROCEDURES

10.1) Work materials, safety, and personal protective equipment

On a regular basis, the MCK may be required to purchase work materials, safety materials and personal protective equipment. Many of these items are ruled by occupational health and safety standards. For example, masks, safety glasses, safety helmets, work boots, scaffolding, etc. may be subject to standards, inspections and/or have expiration dates.

To ensure that the right equipment is ordered for the right purpose, the Work Place Health & Safety Committee maintains a list of all equipment that must meet standards and/or expiration dates. When ordering, each department ensures that the equipment ordered meets these standards.

The management of these inventories requires a rigorous follow-up. Each department must therefore identify the material, keep an inventory and requisition new material to replace that which is due to expire soon. This list is reviewed on a quarterly basis. Equipment reaching an expiration date within a four-month window as of the date of the review must be ordered. Once received, this material replaces material that will become obsolete soon, which is removed from the workplace in an appropriate manner (e.g.: sent for recycling, destroyed, etc.).

The MCK must keep a record of all of the protection equipment that is provided by them other than disposable equipment. The record must contain the following information:

- a description of the equipment and the date of its acquisition by the employer;
- the date and result of each inspection and test of the equipment;
- the date and nature of any maintenance work performed on the equipment since its acquisition by the employer; and
- the name of the person who performed the inspection, test or maintenance of the equipment.

The record must be kept at the workplace where the protection equipment is located and must continue to be kept there for a period of two years beginning on the day on which the equipment is permanently removed from service in accordance with the *Canada Occupational Health and Safety Regulations*.

10.2) Hazardous materials and products

All hazardous materials and products must be WHMIS compliant. Products must be labelled with a compliant label including:

- The name of the product;
- Safety tips including first aid for WHMIS 2015;

- Statement that the Safety Data Sheet is available; and,
- Pictograms.

During the procurement process, confirmation that the product is WHMIS compliant must be obtained from the supplier. If the supplier cannot provide the necessary information, another WHMIS compliant product or supplier must be selected.

Please consult section 19.2 – WHMIS training for additional details in regards to training required to work with such material.

11. OCCUPATIONAL HEALTH AND SAFETY TRAINING

The Mohawk Council of Kanesatake is committed to creating a safe and healthy work environment, where employees act as partners in achieving this goal. The MCK will comply with all training obligations set out in the *Canada Labour Code* and *Canada Occupational Health and Safety Regulations*.

During the annual planning and budgeting process, the Human Resources Manager and the Work Place Health & Safety Committee identify the occupational health and safety training (e.g., CPR, update on the use of heavy vehicles, etc.) required during the next budgetary year. The Human Resources Manager compiles all the training needs identified and prepares the training plan for the Mohawk Council of Kanesatake's approval.

In addition, training or professional development opportunities can be identified as part of the employee performance management process.

If training is a condition of employment, then the employee must successfully complete the training within the time period specified by the Human Resources Manager. Failure to attend or complete the training may result in a temporary or permanent layoff.

Wherever possible, the Mohawk Council of Kanesatake does not require or oblige an employee to take a training course outside of normal working hours. If this situation is necessary, the employee and the respective Director/Manager will come to an agreement in accordance with the applicable policies of the MCK on work schedules and the management of overtime.

12. WORK PLACE HEALTH & SAFETY COMMITTEE

The Health and Safety Committee is the body mandated by MCK to support the organization in all aspects of prevention, training and safety in the workplace. It consists of:

- Two (2) employers' representatives, mandated by the Mohawk Council of Kanesatake;
- Three (3) non-managerial employees, selected by the non-managerial employees.

There are two chairpersons: one of whom is chosen by employer-members and the other by employee-members.

Election for the Health and Safety Committee non-managerial representatives is held every two (2) years. Term of office for the employer's representatives is of two (2) years.

At the beginning of every term, MCK will provide all necessary training in regard to health and safety and inform the Committee of its responsibilities.

The Work Place Health & Safety Committee must meet a minimum of nine (9) times per year. Other meetings may be required as a result of an emergency or other special circumstances. The Committee shall ensure that accurate records are kept of all of the matters that come before it and that minutes are kept of its meetings.

While performing duties for the Work Place Health & Safety Committee, employees will be compensated at their regular rate and benefits. In the event the time required for the Work Place Health & Safety Committee has an impact on a member's regular position, a discussion will be held with the Human Resources Manager, the respective Director/Manager and the employee to make necessary accommodations.

The Work Place Health & Safety Committee also has responsibilities in regard to workplace harassment and violence prevention. Please consult MCK's *Workplace Harassment and Violence Prevention Policy* for more information.

13. EMPLOYEE WELLNESS AND MENTAL HEALTH AWARENESS

The Mohawk Council of Kanesatake is responsible for providing a safe and healthy work environment to all employees and to ensure employee wellness throughout all of its departments within the organization.

This will be accomplished by:

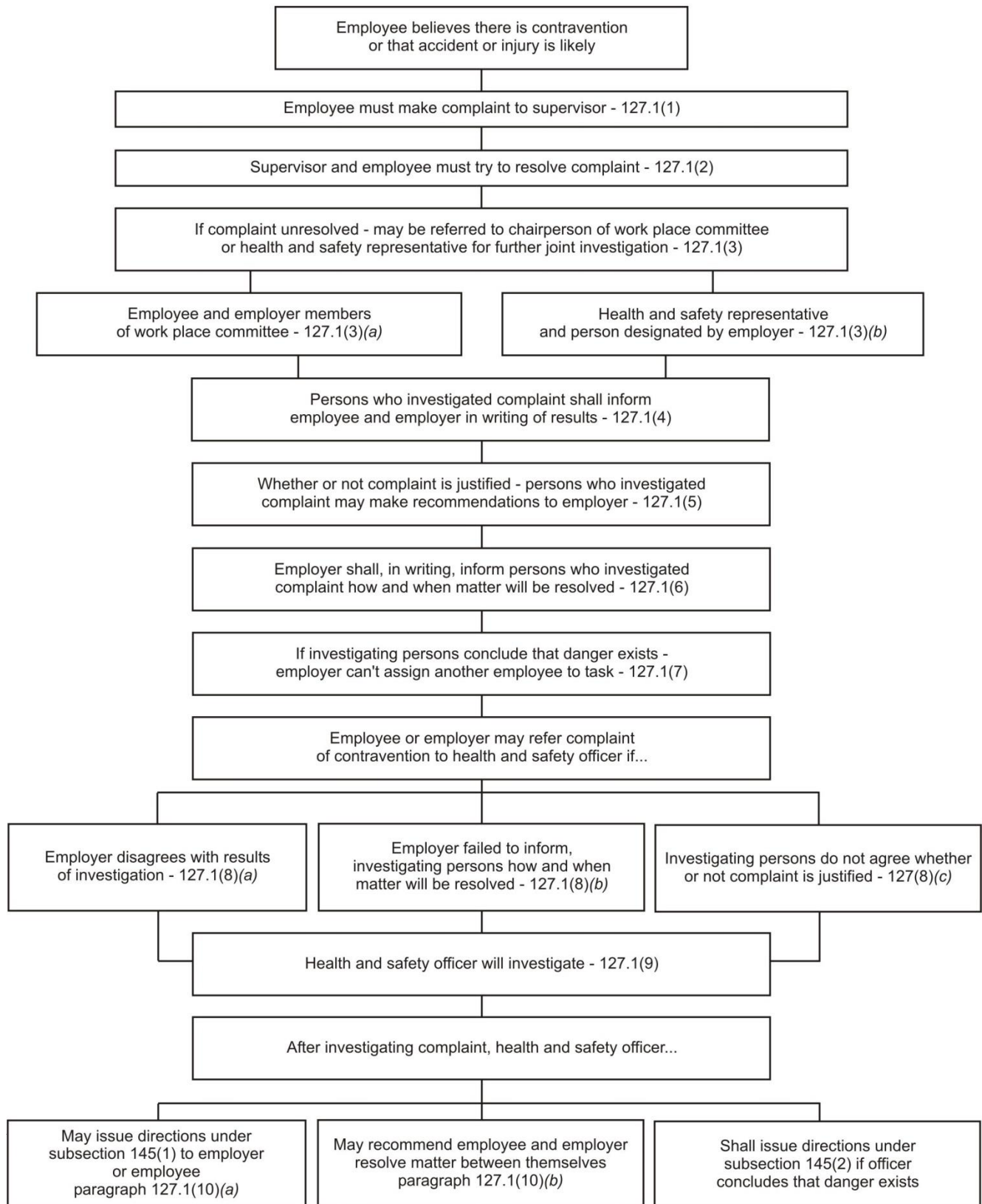
- Create a harmonious work environment where employees feel comfortable to express concerns in regards to employee wellness and mental health;
- Ensure that leadership promotes and supports employee wellness and mental health awareness; and,
- Provide activities to sensitize or promote development of employee wellness and/or mental health awareness.

14. INTERNAL COMPLAINT RESOLUTION PROCESS

Employees who believe there has been a contravention of this Occupational Health and Safety Policy or of Part II of the *Canada Labour Code* or that an accident, injury or illness is likely to occur, shall make a complaint to their immediate Director/Manager and the Human Resources Manager in accordance with the MCK's internal complaint resolution process.

The internal complaint resolution process aims to bring the parties together to examine possible risks in the workplace. The MCK's procedure mirrors the process detailed in the *Canada Labour Code*. Please refer to the diagram on the next page. This process is not adequate for complaints of workplace harassment and/or violence. For such complaints, employees should refer to the MCK'S *Workplace Harassment & Violence Prevention Policy*.

Internal Complaint Resolution Process 127.1



15. HARASSMENT, DISCRIMINATION AND VIOLENCE IN THE WORKPLACE

The Mohawk Council of Kanesatake is responsible for providing a safe and healthy work environment, free from violence, threats of violence, harassment, intimidation, and disruptive behaviour for all employees.

The *Workplace Harassment & Violence Prevention Policy* addresses this subject.

16. ACCIDENT AND WORK-RELATED INCIDENTS

All accidents, occupational diseases and other situations involving risks in the workplace must be reported without delay to the immediate Director/Manager and the Human Resources Manager and will be investigated. The investigation, conducted by one (1) employee's representative and one (1) employer's representative from the Work Place Health & Safety Committee, will identify the causes of the problem to ensure that the MCK, in conjunction with the Work Place Health & Safety Committee can take the necessary actions to prevent a recurrence.

A first responder must perform first aid to the employee as soon as possible. The employee must be transported by the MCK to his/her home, hospital or physician of choice, depending on the condition.

The employee must then consult a physician to obtain a medical certificate. A certificate is required either to confirm special measures (e.g.: light work, time off work) or to confirm that the employee is fit to return to full duty.

Incidents//Accidents:

- **Incident:** Any sudden, unpredictable and accidental situation occurring while performing the duties or while the employee is under the authority of the MCK that may cause injury or illness.
- **Minor injury:** Any work injury or occupational disease, other than a disabling injury, that requires medical treatment. [Note: Medical treatment includes medical care received by an employee in a medical treatment facility, such as a hospital, medical clinic or doctor's office, where a patient requiring emergency care can be treated. Not to be confused with first aid.]
- **Disabling injury:** Any injury at work or occupational disease, preventing an employee from reporting for work or from effectively performing all the duties connected with the employee's regular work and hence leading to a loss of production time or a change of tasks, or resulting in the loss by an employee of a body member or part thereof or in the complete loss of the usefulness of a body member or part thereof. A disabling injury may be temporary (e.g. a sprained wrist) or permanent (e.g. the loss of a limb) depending on whether or not the employee will make a full recovery.

Any injured employee must complete the Accident Report Form as soon as feasible and submit it to the immediate Director/Manager and the Human Resources Manager.

Appendix B: Incident Report form – Employee's declaration is attached to this Policy.

Appendix C: Incident Report form – Health and Safety Representative's declaration is attached to this Policy.

16.1) Accident, Incident and First Aid Register

An incident report is completed by the employee who responded to an incident/accident as a first responder within 24 hours of the incident/accident. The report is sent to the Human Resources Manager and added to the employee file. The report must identify the elements that led to the incident/accident and recommend solutions to prevent another incident/accident of the same nature from occurring.

A report must be filed for each incident/accident, whether it includes an injury or not. The following information must be included:

- the first and last name of the worker;
- the time of the event;
- the precise location of the event (building, sector, equipment identification);
- a detailed description of the accident or incident;
- a description of the injury or nature of the discomfort; and,
- a summary of the first aid given.

The logbook must be signed by the first responder and the injured employee. The logbooks must be placed at the same location as the first aid kits.

Minor Injury Record:

The MCK's Work Place Health & Safety Committee will keep a record of each minor injury of which it is aware that is sustained by an employee in the course of employment, including the following information:

- The date, time and location of the occurrence that resulted in the minor injury;
- The name of the employee affected;
- The brief description of the minor injury;
- The cause(s) of the minor injury.

16.2) Immediate Cessation of Work

If an accident causes one of the following events:

- Death of an employee (even if it seems to be from natural causes);
- Permanent disabling injury of an employee or temporary disabling injury of two or more employees arising from the same situation;
- Permanent impairment of an employee's body member or part thereof or the complete loss of the usefulness of a body member or a part thereof;
- An explosion;
- Damage to a boiler or a device under pressure which caused the boiler or tank to catch fire or burst;
- Damage to a lift device that makes the devices unusable or the free fall of a lift device.

The work must be stopped immediately. The MCK will submit a report to the Work Place Health & Safety Committee and to the Minister, by phone (1-800-641-4049) or by fax, as soon as possible within 24 hours of learning of the following situations:

- the death of an employee;

- a disabling injury to two or more employees;
- the loss by an employee of a body part or the complete loss of the usefulness of a body part;
- the permanent impairment of a body function of an employee;
- an explosion;
- damage to a boiler or pressure vessel that results in fire or the rupture of the boiler or pressure vessel; or
- any damage to an elevating device that renders it unserviceable, or a free fall of an elevating device.

The MCK will also submit a written report to the Work Place Health & Safety Committee and to the Minister, in the 14 days following the incident, and report any situation leading to:

- A disabling injury (temporary or permanent);
- The fainting of an employee caused by an electrical discharge or by exposure to toxic gases or to an atmosphere low in oxygen;
- A rescue, resuscitation or other similar emergency measure;
- A fire or explosion.

16.3) Annual Reporting

The MCK will, in accordance with applicable regulations, provide an annual report to the Minister setting out the number of accidents, occupational diseases and other hazardous occurrences of which the employer is aware affecting any employee during the past year.

16.4) Compensation for Workplace Injury

Employees can file a claim for a workplace injury or occupational disease with the CNESST. To do so they must fill out the Worker's Claim Form on the CNESST's website. The MCK can provide support to the employee to complete the Worker's Claim with the CNESST.

Once the employee has submitted the Worker's Claim Form to CNESST and has notified the Human Resources Manager of such, the MCK will pay the employee income replacement indemnity (equivalent to 90% of their wages) for the first 14 calendar days of absence following the beginning of the disability, in accordance with applicable law.

In the event the CNESST refuse a Worker's Claim, the employee may have to reimburse indemnity received.

17. VEHICLES AND EQUIPMENT

All fixed and mobile assets are properly maintained to preserve their value.

If an employee notices that an asset, vehicle or equipment is not functioning properly or appears unsafe, the employee must:

- immediately notify the appropriate supervisor; and
- not operate or modify the equipment.

If an employee is authorized to use a vehicle of the Mohawk Council of Kanesatake, the employee must:

- possess a valid driver's license and all necessary certifications required to drive the vehicle;
- follow the manufacturer's maintenance and oil change schedule to protect the validity of its warranty at the expense of the Mohawk Council of Kanesatake. This action is completed by ensuring that the appropriate employee of the organization is notified of maintenance needs;
- not allowing unauthorized persons to operate or drive the vehicle; and,
- be responsible for all fines and traffic violations obtained while operating the vehicles of the MCK following to neglectful use of the vehicle (e.g.: not filling daily inspection log).

18. LOCKOUT AND ENERGY CONTROL METHODS

This section provides guidelines for energy control methods, from an incident prevention perspective, often referred to as "lockout". The goal is to reduce the risks to an acceptable level of safety. For example, an employee who must perform work on an electrical circuit uses a single key lock to ensure that the electrical circuit remains de-energized for the duration of the work.

The types of energy can be electrical, mechanical, pneumatic, hydraulic, thermal, chemical, gravitational, etc.

The use of a single key lock is the preferred method of control by the MCK. It is important to clarify that temporary devices such as pins, tie wrap or tape are not acceptable means of control. It is strictly forbidden for an employee to use such a device to perform work in an environment where lockout is required. Any device used must make it impossible to restart or release energy, either voluntarily or involuntarily, during the course of the work. In addition, only the employee responsible for performing the work must be able to remove the control device he or she has installed (e.g., single key lock). If more than one employee is responsible for performing a task in a hazardous area, lockout must be performed by each person who has access to the hazardous area. Each energy control equipment identifies the employee's name who is authorized to remove the energy control method.

To ensure effective monitoring methods, the following steps will be taken on an annual basis:

1. The Work Place Health & Safety Committee will verify all the areas where lockout (or other means of control) is necessary. The Work Place Health & Safety Committee must keep a register of all these areas and equipment, with a clear mention of the control method determined.
2. Lockout is required in any potentially hazardous area where an employee may be performing, but is not limited to, assembly, installation, inspection, unjamming, adjustment, disabling, servicing, disassembly, cleaning, maintenance, refurbishing, repairing or modifying.
3. When a method other than lockout is suggested by the Work Place Health & Safety Committee, he/she must first ensure the equivalent safety of this method by analyzingⁱ the following elements:
 - a. the characteristics of the equipment;
 - b. identification of health and safety risks when using the machine;
 - c. the estimation of the frequency and severity of potential occupational injuries for each identified risk;
 - d. a description of the preventive measures applicable to each identified risk, an estimate of the level of risk reduction obtained and an assessment of the residual risks.
 - e. The results of the analysis must be documented.
4. The Work Place Health & Safety Committee also ensures, where possible, that items requiring control are identified.

5. The Work Place Health & Safety Committee also ensures that the procedure for each energy control method includes the following:
 - a. identification of the equipment;
 - b. identification of the person responsible for the energy control method;
 - c. identification and location of any control device and power source of the equipment;
 - d. identification and location of any cut-off points for each power source in the equipment;
 - e. the type and quantity of materials required to implement the method;
 - f. the steps to control the energies;
 - g. if applicable, specifics such as release of residual or stored energy; and,
 - h. other required personal protective equipment or any additional protective measures.
6. Ensure that all employees who may be exposed to situations requiring lockout receive appropriate training on an annual basis.

19. FIRST AID

19.1) Identification of first responders and authorization to provide first aid

The MCK must ensure that there are sufficient first aid attendants who hold a valid basic or standard first aid certificate, at all times.

For each building, the names of recognized first responders must be clearly posted.

Only employees with current workplace first aid training are authorized to provide first aid. In certain situations, the first responder may request the support of certain colleagues for external support to direct first aid measures (e.g.: calling 911, guiding paramedics, etc.).

For each building, a description of first aid to be rendered for any injury, occupational disease or illness must be clearly posted in addition to a description of the transportation procedures for injured employees.

In addition, near the telephones for each building, a list of numbers kept up to date for use in emergencies must be clearly posted as well.

First aid attendants must keep a record of all first aid rendered.

19.2) First-aid kits

Every establishment and workplace must have a standard first-aid kit. This includes, but is not limited to, the vehicles of the MCK. The contents of the first aid kits must be kept clean and complete.

First aid kits must be clearly displayed in each work area. Where necessary, signs must indicate the location of the kit.

During the quarterly inspections, the Health and Safety Committee representatives ensure that the kits are clean and complete. The kits must always comply with the *Canada Occupational Health and Safety Regulations*. These kits must contain a list of contents.

Following the use of one of the first-aid kits, the first responder must report the use to the Work Place Health & Safety Committee, who will check the kit to ensure its compliance with the assigned first aid measures.

All first-aid kits must comply with this Policy and the *Canada Occupational Health and Safety Regulations*.

20. HAZARDOUS PRODUCTS

20.1) Inventory, storage and handling of hazardous materials

For each building, the MCK must maintain an up-to-date inventory of hazardous products and their quantity. On certain occasions, an employee will have to use hazardous products.

Each location used for the storage of safety equipment should be provided with an identification number and indicated in the register maintained by the Work Place Health & Safety Committee.

Each building should have its own compilation table for easy reference. The compilation table shows for each product:

- The name of the product;
- The name of the supplier;
- Type, capacity and number of containers;
- The total quantity; and,
- If the safety data sheet (SDS) is available.

Storage areas must also have all the necessary identification to inform employees those hazardous products are stored and indicate the nature of these products. Warnings shall be given in appropriate places at access points warning every person granted access to the workplace of the presence of the hazardous product and of any precautions to be taken to prevent or reduce any hazard of injury to health.

Inventory, storage and handling must be done in compliance with the requirements related to the specifications of the hazardous product(s) concerned, at all times. Every hazardous product stored, handled or used in a workplace shall be stored, handled or used in a manner whereby the hazard related to that substance is reduced to a minimum.

If necessary, the Work Place Health & Safety Committee can put in place an action plan to address a non-compliance situation that does not represent an immediate risk (e.g.: dispose of a product whose WHMIS label has become illegible, clean up the storage area, etc.). This plan is then shared with the employee in the workplace affected by the action plan.

20.2) WHMIS training

All employees who are required to work with hazardous materials must have completed up-to-date WHMIS training (WHMIS 2015). The purpose of this training is to ensure that employees know which products are hazardous, how to protect themselves, how to handle them, what to do in case of an emergency, etc.

The Work Place Health & Safety Committee, in conjunction with the Human Resources Manager, ensures that all employees likely to be exposed to hazardous products have taken WHMIS 2015 training.

20.3) Distribution and access to information on hazardous products

All safety data sheets must be available for consultation at the following locations:

- Storage locations
- Housing and Infrastructure office

The Work Place Health & Safety Committee is responsible to inform and give a copy of the safety data sheets for each new hazardous product to any employee likely to be exposed to this product.

20.4) Obsolete and unauthorized products

The following hazardous materials are not permitted in the MCK's workplaces:

- Expired products;
- Unused products that are no longer needed;
- Containers without labels or with illegible labels; and,
- Containers of residues and hazardous waste accumulated over time.

Any of these products must be disposed in an appropriate manner.

21. RESTRICTED WORK AREAS AND AFTER-HOURS ACCESS

For safety and security reasons, all work areas are clearly marked to that effect. Only authorized persons have access to the equipment and work areas.

Unauthorized persons are not permitted to be in the workplace outside of normal working hours without prior approval from their immediate supervisor.

22. MATERNITY ASSIGNMENT AND PREVENTIVE WITHDRAWAL

In some situations, certain tasks may constitute a risk to the health and safety of a pregnant employee and/or her unborn child, at a stage that does not allow eligibility for regular maternity leave. The Mohawk Council of Kanesatake is very sensitive to this type of situation and wishes to act in a preventive mode.

The employee must inform the immediate Director/Manager and Human Resources Manager and submit a medical certificate. Measures will be taken to assign the employee to another position, if possible, or proceed with preventive withdrawal layoff.

As federally regulated workplace, MCK employees are not eligible to the CNESST preventive withdrawal program.

22.1) Temporary assignment

The purpose of the temporary assignment is to assign new duties consistent with the provisions of the medical certificate so that the employee can maintain her employment without penalty and in a manner that is safe for her and her unborn child.

The Human Resources Manager will determine the possibility of reassignment based on the following:

- the position must be safe in accordance with the medical certificate;
- the position or duties do not expose the worker to new hazards; and,

- the employee has the physical capacity, skills and training to perform the duties of the assignment.

The Human Resources Manager and the respective Director/Manager must take the necessary steps to reasonably accommodate the employee in the new position.

The employee on assignment must report to work.

If the employee believes that the duties are unsafe, the employee must inform the Human Resources Manager. If the situation is not resolved, the employee may appeal the assignment with the Health and Safety Committee. The Committee will analyze the situation with the Human Resources Manager to ensure that the requirements of the medical certificate are respected. The Committee must render a decision in writing no later than 10 working days following receipt of the notification.

During temporary assignments and/or during the analysis of the appeal, the employee will maintain their regular salary and benefits.

This Occupational Health and Safety Policy is not intended to discourage employees from exercising rights pursuant to the *Canada Labour Code*.

23. DRUG AND ALCOHOL-FREE WORKPLACE

The MCK does not tolerate any employee under the influence of any legal or illegal drug, including prescription drugs, and/or alcohol during work time.

If the employee must take prescription drugs that could affect their mental and/or physical capacities, the MCK must ensure the employee duties do not constitute a risk to their safety or the safety of others. The employee is obligated to provide a medical certificate indicating if they are able to adequately perform their duties safely. If not, then temporarily reassignment or leave of absence will be determined.

23.1) Rehabilitation leave

An employee facing addiction problems may request a leave of absence for rehabilitation purposes. In certain situations, an employee's substance use may cause an impact on the workplace. Therefore, MCK can enforce a leave of absence for rehabilitation purposes.

An employee facing addiction problems is encouraged to consult the Human Resources Manager.

24. TELEWORK

Generally, teleworking is not granted to employees of the MCK except for special measures (e.g., health emergency measures, specific accommodation, etc.). To the extent that telecommuting becomes necessary for the employee and the MCK, the homework location must be safe and ergonomic, as must the office equipment. Prior to authorizing telework, a meeting between the Human Resources Manager and the employee shall have taken place. The Human Resources Manager may request the presence of the departmental Health & Safety representative in this meeting as well. The following items are discussed:

- Workstation design and layout (ergonomics and homework environment);
- planning and distribution of work;
- working alone and the frequency of communication for safety purposes;
- the necessary equipment (e.g., chairs, desk, telephone, computer, etc.);
- who will pay for utilities (electricity, water, home or cell phone, internet, etc.);
- any impact on or resulting from workers' compensation and occupational health and safety laws.

The telecommuting workstation must be of comparable quality to the employee's workstation in the regular workplace. The Mohawk Council of Kanesatake reserves the right to request sufficient information from the employee before authorizing any form of telework, to ensure that the MCK respects its obligations as an employer with respect to occupational health and safety. Both parties also confirm in writing that a range of factors have been taken into consideration. The following verification checklist serves as a basis, but is not limited to:

Fire protection

- ☐ Fire detector
- ☐ Fire extinguisher – easily accessible
- ☐ Carbon monoxide detector
- ☐ How many exits and locations? _____
- ☐ The building respect local regulation and fire safety code

Emergency procedures

- ☐ Evacuation plan established
- ☐ Complete First Aid Kit
- ☐ Emergency numbers posted near phone
- ☐ Communication schedule established
- ☐ Emergency contact determined with immediate supervisor

Safety of electrical installations

- ☐ Extensions cords are in good conditions and place appropriately to avoid falls
- ☐ Outlets are grounded and not overloaded
- ☐ Presence of surge protector
- ☐ Presence of ventilation equipment

All equipment purchased or loaned by the MCK remains the property of the MCK. The employee terminating the telework must return the equipment within five (5) working days to the MCK's administrative office.

Appendix D: Application for Telework Agreement

25. AIR QUALITY REGULATION

The Mohawk Council of Kanesatake is committed to ensuring a healthy workplace for all its employees. This commitment includes air quality. To this end:

1. Smoking is only permitted in designated smoking areas.
2. In all cases, smoking areas must be located outside the office and nine (9) metres or more from all entrance doors, windows and air intakes and outlets.
3. Smoking is prohibited in work buildings, work vehicles, work equipment and designated "smoke-free" areas.

Smoking includes the use of cigarettes, e-cigarettes, cigars, vapes, marijuana and any other product that produces smoke when consumed. It excludes traditional practices such as burning sage.

26. PROTECTION AGAINST BIOLOGICAL RISKS

In exceptional cases, some employees may be exposed to biological hazards. Through simple prevention methods, the MCK and employees can ensure that exposure to various health and safety risks is avoided. The approach to biohazard protection is the same as for hazard identification and can be summarized in three steps: identification, correction and control.

Although vigilance is always required, the highest potential risk is in wastewater management. This type of exposure can, among other things, expose employees to diseases such as hepatitis A.

Biohazards can be found in contact with:

- Blood or other biological fluids visibly stained with blood (possible exposure to hepatitis B and C virus or HIV);
- Dirt and dust (possible exposure to tetanus bacillus);
- Airborne microorganisms (possible exposure to the bacillus responsible for tuberculosis);
- Saliva from wild or stray animals, including bites and scratches (possible exposure to rabies virus);
- Sewage splashes on the face (possible exposure to hepatitis A virus); and,
- Bioaerosols (possible exposure to molds or their fragments and microbial toxins).

Each year, the Work Place Health & Safety Committee evaluates the MCK's current situation with regard to biological risks and develops an action plan accordingly.

Preventative measures taken by the MCK are: training and sensitization of the personnel, providing the preventive material and individual protective equipment in conformity with the regulations and ensuring the implementation of all the elements necessary for the elimination of risks and, if impossible, the maximum reduction of these.

During the annual assessment, the Work Place Health & Safety Committee will analyze, but not necessarily be limited to, the following:

- The prevention of biological hazards and their consequences.
- A biohazard elimination or control action plan is implemented.
- Workers have received the necessary information on the biological risks to which their position exposes them.

- The workers remain attentive to the appearance of new risk situations.
- The work methods and prevention rules to be followed are well understood by the workers concerned and their Director/Manager.
- Biohazard prevention measures are included in this Policy (*See section 28. Specific work measures and procedures*).
- Staff members are encouraged to report hazards they observe and discuss preventive measures.
- The critical review of events provides an opportunity to review existing procedures and preventive measures.
- Ensuring that a post-exposure action plan was developed following an incident.

The Work Place Health & Safety Committee ensures that each employee who may be exposed to biological risks receive the appropriate preventative training and procedures to follow.

Employees are required to wear the personal protective equipment required for tasks that expose them to biological hazards (e.g., gloves, masks, goggles, visors, etc.).

The Work Place Health and Safety Committee will identify the work locations that may pose a risk of biological hazards exposure. The MCK must have a station for adequate hand washing. The stations must be equipped with a large sink, hot and cold water and transparent single-use cartridge soap (dispenser). Stations should meet standards so that employees can wash and dry their hands without risk of indirect contamination (e.g., single-use hand towels, not a towel, have a large enough sink to avoid splashing, etc.). Handwashing jars may also be used.

If a hand washing station is not possible, the MCK must provide hydroalcoholic gel (or equivalent).

For biohazards that cannot be eliminated at the source (e.g.: wastewater management), the following equipment should be used as required:

- Appropriate protective gloves (single use);
- Disposable respiratory masks (N95);
- Visors or goggles to protect against splashes;
- Secure containers for the disposal of items soiled with biological fluids;
- Disposable suits (e.g. : coverall).

All the equipment part of the inventory list is maintained by the Health & Safety Committee.

Vaccination, in some cases, is also an effective means of prevention.

Appendix G: Risk Prevention Grid

26.1) Post-exposure follow-up

Although the MCK strives to minimize risk, accidental exposure may occur. To the extent that an exposure does occur, whether severe or not, all stakeholders must act quickly and seriously to address the situation. An employee who is exposed to a biohazard should contact a first responder as soon as possible. Even if the incident does not appear to have created any immediate after-effects, it must be treated as if there are any after-effects.

To this end, the first responder will promptly refer the employee to the appropriate medical services as soon as possible. A full incident report will also be completed in accordance with this policy.

Thereafter, the Work Place Health & Safety Committee will make the necessary verification to ensure that the situation is corrected and controlled to prevent another incident of this kind from occurring.

27. EMPLOYEE FEEDBACK

Employees are in the position to identify areas for improvement and are encouraged to provide feedback.

28. SPECIFIC WORK MEASURES AND PROCEDURES

This section of the Policy covers procedures that the MCK has established for specific and recurring activities that constitute a risk to the safety of an employee.

28.1) Work performed at a height of more than 3 metres

It is necessary to ensure that all preventative measures are taken to avoid falls. Exposures to risks of falls are subject to the CCOHS requirements.

For work above 3 metres, the installation of guardrails should be given priority over other prevention methods. Otherwise, a harness should be used and connected to an anchor point provided for this purpose.

For safety purposes, this work must be performed under the supervision of another employee who will provide the necessary assistance to the employee in the event of an incident (e.g., fall prevented by the harness).

28.2) Poison Ivy and other toxic plants exposure prevention

When work is to be conducted in an area containing wild plants, employees should pay close attention to the presence of toxic plants, the most common being Poison Ivy and Hogweed. Both of these species can constitute a risk to the safety of the exposed employees and therefore, no work must be conducted when these plants are identified, until they are safely neutralized.

Depending on the plant species, few techniques can be used to neutralize the plant. When required, a common herbicide may be used or a more specific product such as glyphosate. Before applying such products, the Housing and Infrastructure Coordinator should evaluate the required individual protection equipment to conduct the application of the herbicide.

Once the plants are deemed neutralized, the regular work can be executed.

Employees who are at risk to be exposed to these wild plants should receive training to identify the most common toxic plants in the region.

28.3) Roadside or roadway work

Roadside and roadway work can constitute important risks to the safety of the employees. Before conducting any roadside or roadway work, MCK and the employees should confirm they comply with the procedures as per [CCOHS guidelines](#).

28.4) Extreme heat exposure

Extreme heat exposure can represent a significant risk for some employees, particularly the employees working outside or in closed areas exposed to a heat source. In order to avoid complications, here is what should be done when exposed to high or extreme heat.

- Identify high-risk areas for extreme heat exposure and assess factors such as duration, intensity, humidity, and PPE usage.
- Conduct regular training on heat-related hazards, symptoms, and preventive measures.
- Implement shading, reflective materials, and ventilation systems to minimize heat exposure. Designate cooldown areas.
- Develop work/rest schedules, prioritize tasks for cooler times, and encourage regular breaks.
- Provide accessible cool drinking water and promote regular hydration.
- Provide suitable PPE, including breathable clothing and cooling vests. Train on proper usage and maintenance.
- Establish health monitoring, encourage reporting of symptoms, and ensure access to first aid.
- Develop an emergency plan for heat-related illnesses and ensure all workers know the response procedures.
- Regularly review and update procedures based on feedback, technological advancements, and changing conditions.
- Maintain records of incidents, near misses, and preventive measures. Use data for continuous improvement.

Employees exposed or having symptoms of extreme heat exposure should temporarily stop working and advise their supervisor. Depending on the situation, it may be required for them to consult a medical expert depending on the severity of the symptoms.

28.5) Extreme cold exposure

Extreme cold exposure can represent a significant risk for some employees, particularly the employees working outside or unheated areas. In order to avoid complications, here is what should be done when exposed to low or extreme cold temperatures.

- Identify areas prone to extreme cold exposure and assess factors such as temperature, wind chill, and duration of exposure.
- Conduct regular training on cold-related hazards, symptoms, and preventive measures.
- Implement measures such as insulation, windbreaks, and heating systems to minimize cold exposure.
- Develop work schedules to minimize prolonged exposure, encourage warm-up breaks, and adjust tasks for colder periods.
- Provide appropriate cold-weather PPE, including insulated clothing, gloves, and headgear. Train on proper usage and maintenance.
- Encourage regular hydration and adequate nutrition to support energy and warmth.
- Establish health monitoring, encourage reporting of cold-related symptoms, and ensure access to first aid.
- Develop an emergency plan for cold-related issues and ensure all workers know the response procedures.

- Regularly review and update procedures based on feedback, technological advancements, and changing conditions.
- Maintain records of cold-related incidents, near misses, and preventive measures. Use data for continuous improvement.

Employees exposed or having symptoms of extreme cold exposure should temporarily stop working and advise their supervisor. Depending on the situation, it may be required for them to consult a medical expert depending on the severity of the symptoms.

29. APPENDICES

- A. Acknowledgement of Receipt Form
- B. Incident Report Form – Employee’s declaration
- C. Incident Report Form – Health and Safety Representative’s declaration
- D. Telework agreement form
- E. Risk prevention grid

This form must be issued by the Administration

Appendix A: Acknowledgement of Receipt Form



MOHAWK COUNCIL OF KANESATAKE

Occupational Health & Safety Policy

Acknowledgement of Receipt

I, _____ acknowledge having received the Occupational Health & Safety Policy, approved by the Mohawk Council of Kanesatake on February 11, 2025. As an employee of the Mohawk Council of Kanesatake it is my duty to read, understand and respect provisions included in the policy.

Date

Employee Signature

Program Manager

Appendix B: Incident Report Form – Employee's declaration

This form must be issued by the Administration



MCK - Occupational Health and Safety Policy - Incident Report Form *Employee's declaration*

Employee name:

Reference no.

Title:

Date:

Event name:

Event time:

Event location:

The nature of the incident is ☐ Physical ☐ Psychological

Description of the incident:

Was the incident caused by other employees? ☐ Yes ☐ No

Employee 1:

Employee 3:

Employee 2:

Employee 4:

Were there any witnesses? ☐ Yes ☐ No

Witness 1:

Witness 3:

Witness 2:

Witness 4:

Did you notify your Director/Manager of the incident at the time of the incident? ☐ Yes ☐ No

Did you notify your Director/Manager of the incident within 24 hours of the incident? ☐ Yes ☐ No

Have you been to the hospital? ☐ Yes ☐ No

Have you received a medical report from the CNESST? ☐ Yes ☐ No

Did you have to leave work? ☐ Yes ☐ No

Employee signature:

Date:

Appendix C: Incident Report Form – Health & Safety Representative declaration

This form must be issued by the Administration



MCK - Occupational Health and Safety Policy - Incident Report Form *Health & Safety Representative's declaration*

Employee name:

Reference no.

Title:

Date:

Event name:

Event time:

Event location:

The nature of the incident is ☐ Physical ☐ Psychological

Representative's Comments:

Was the incident caused by other employees? ☐ Yes ☐ No

Employee 1:

Employee 3:

Employee 2:

Employee 4:

Were there any witnesses? ☐ Yes ☐ No

Witness 1:

Witness 3:

Witness 2:

Witness 4:

Health and Safety Committee Representative

Signature:

Date:

Name:

Appendix D: Telework Agreement Form

Once this form is signed by the employee, the Program Manager is responsible to forward it to the Human Resources Department.



MCK - Occupational Health and Safety Policy - Telework Agreement Form

Employee name:

Title:

Date:

Start date:

End date:

Possibility of extension: ☐ Yes ☐ No

Reason(s)/Explanation(s):

Has a prevention pre-analysis been done by the Director/Manager? ☐ Yes ☐ No

(See Section 23 of the MCK's Occupational Health and Safety Policy for more information)

The equipment provided to the employee to work from home:

I, , understand that my telework environment is a workplace. I agree to report any changes to this work environment to the Program Manager. I also understand that certain changes may terminate this agreement.

Employee signature:

Date:

This request is ☐ approved ☐ denied ☐ needs more information

Program manager signature:

Date:

Appendix E: Risk Assessment Form

This form must be issued by the Administration



MCK - Occupational Health and Safety Policy - Risk Assessment Form

Employee name:

Title:

Name of person doing assessment:

Date:

Activity / Procedure being assessed:

Known or expected hazards and risks associated with the activity:

Possible consequences:

What are the possible consequences?

How likely are these consequences to occur?

What is the possible severity of the harm?

Who is at risk?

Measures to be taken to eliminate the hazard or lower the level of risk:

Is there a risk of the control measures failing? ☐ Yes ☐ No

What would the consequences be?

Training requirements:

Level of risk remaining:

Action to be taken in an emergency:

References, if any:

Signature of Assessor : 

Date: