



Occupational Health and Safety Policy and Procedure

Created: March 15, 2016

Revised: October 25, 2017, October 30, 2018, June 2019, May 6, 2020

Reference: Toronto Public Health Guidance Document 2019

Approved by Board of Directors: November 15, 2017

Policy

Orde Day Care is committed to providing a safe and healthy environment for children, families and staff. Orde Day Care will take every reasonable precaution to prevent the risk of injury and infectious disease within our locations.

Workplaces that have an Infection Protection and Control Measures as a key part to their work setting are overseen by the Ministry of Labour. The Ministry of Labour has applied this regulation to child care centres. In order to comply with the standards of the Occupational Health and Safety legislation all staff, student and volunteers must comply with use of personal protective wear in certain situations, report any staff illness related to a work-related illness and be provide proper protective equipment.

Procedure

All staff, students and volunteer will review this policy upon hiring/unpaid placement and annually thereafter, or when changes are made.

The following guidelines must be adhered to:

- Personal protective equipment (PPE) must be available and appropriate for the activity, i.e. rubber gloves should be use for cleaning and disinfecting
- Medical gloves must be worn during diaper changes
- **Regular dust masks are available during an outbreak of infection**
- Chemicals are stored out of reach from children in a locked cupboard and separate from food
- **Staff practice putting on and taking off PPE**
- Manufacturers instruction must be followed for PPE
- Ministry of health **may** be informed if a staff becomes ill due to a work-related illness

Staff Name	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date:



