

Preamble The Royal Ontario Museum (ROM) is committed to providing a safe and healthy work environment for its *employees* and *volunteers, visitors to the workplace*, and *contractors* and *consultants* when they are working on Museum premises.

Policy The ROM will comply with all applicable measures and procedures prescribed by the Province of Ontario's Occupational Health and Safety Act and its regulations, and other relevant legislation concerning health and safety. Compliance includes

- Establishing and maintaining programs to identify and appropriately control workplace hazards.
- Providing for a Joint Health and Safety Committee to help identify workplace hazards and address workplace health and safety issues.
- Providing tools and equipment that are in good condition and are appropriate for the task.
- Providing suitable training and supervision to employees with respect to workplace health and safety.
- Ensuring that *competent individuals* fulfill the roles of *supervisors*.
- Reviewing the ROM's Health & Safety policy on an annual basis.

The ROM will take every precaution reasonable in the circumstances for the protection of employees, volunteers, and visitors to the workplace, as well as contractors and consultants hired directly by the ROM and working on the Museum premises.

All supervisors will ensure that safe and healthy work conditions are maintained in his/her assigned work area(s).

All employees will perform their jobs safely in accordance with legislated and ROM health and safety policy, practices and procedures.

Under the Province of Ontario's Occupational Health and Safety Act and its regulations, all employees of the ROM have a responsibility for ensuring health and safety in the workplace, and must fulfill their responsibility for the provision of a safe environment in which they work.

Volunteers will be included in health and safety training programs, as appropriate, and they will be given the same consideration as employees when it comes to providing a safe work environment. The Department of Museum Volunteers will have representation on the Joint Health and Safety Committee.

Management will provide regular updates on health and safety activities to the Human Resources and Compensation Committee of the Board.

**Explanation
of Terms**

competent individual: as defined in the Province of Ontario's Occupational Health and Safety Act, a person who

1. Is qualified because of knowledge, training, and experience to organize the work and its performance.
2. Is familiar with the Occupational Health and Safety Act and the regulations that apply to the work.
3. Has knowledge of any potential or actual danger to health or safety in the workplace.

contractor, consultant: both terms refer to an individual and/or organization providing a service to the ROM for a fee.

employee: an individual who fills a position approved by the Director & CEO and who receives monetary compensation. ROM employees include senior management, supervisory and exempt staff, unionized employees, and individuals employed by the ROM for a limited duration.

supervisor: any person who has charge of a workplace or authority over an employee and/or volunteer.

visitors to the workplace: for the purposes of this policy, the phrase refers to any individual visiting the Museum premises on a business-related activity.

volunteer: a term that applies to all individuals who provide their time and service to an activity that supports the objectives of the ROM and is authorized and sponsored by the ROM, and for which they are not paid by the ROM. Volunteers include, but are not limited to, members of the Department of Museum Volunteers and the ROM Reproductions Association, trustees, research associates, departmental associates, field associates, curators emeritus, post-secondary or graduate students working in a curatorial department or in the field, and secondary-school students working on a cooperative-education term on Museum premises or volunteering in the Hands-on Discovery galleries.

Date

June 21, 2001

Revisions will appear in bold and underlined font.

Amended

August 29, 2002

June 9, 2005

June 18, 2009 (housekeeping changes only)

Approval

Chair of Board

Director & CEO

MONITORING

Adherence to Policy

Board: The Human Resources & Compensation Committee will periodically review management's adherence to the policy.

Management: The Director & CEO, the Deputy Director, Operations, and the **Vice-President**, Human Resources & Organizational Development will ensure that the Human Resources & Compensation Committee has all the relevant information for determining adherence.

Policy Review

<i>Method</i>	Internal Report
<i>Responsibility</i>	Human Resources & Compensation Committee
<i>Minimum Frequency</i>	Annually
