

**MERRILL INN INC.**  
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## MERRILL INN INC.

### HEALTH AND SAFETY POLICY STATEMENT

The employer and management of **Merrill Inn Inc.** are vitally interested in the health and safety of its workers. Protection of workers from injury or occupational disease is a major continuing objective.

The employer and management will make every effort to provide a safe, healthy work environment. Managers and workers must be dedicated to the continuing objective of reducing risk of injury.

As owner of **Merrill Inn Inc.**, I give you my personal commitment that I will comply with my duties under the Act, such as taking every reasonable precaution for the protection of workers in the workplace.

Managers will be held accountable for the health and safety of workers under their supervision. They are subject to various duties in the workplace, including the duty to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures.

Every worker must protect her or his own health and safety by working in compliance with the law and with safe work practices and procedures established by the employer. Workers will receive information, training and competent supervision in their specific work tasks to protect their health and safety.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the owner to the workers.

Signed on March 18<sup>th</sup>, 2020



Jordan Martin

# MERRILL INN INC.

## ROLES AND RESPONSIBILITIES FOR ALL WORKPLACE PARTIES

**DATE OF REVISION:** March 30, 2020

### **PURPOSE:**

It is the policy of the **Merrill Inn Inc.** to ensure that work is performed in the safest possible manner consistent with good working practices. Responsibility for the application of our Health and Safety Program is delegated to all levels of the organization.

### **SCOPE:**

These responsibilities reflect the requirements of the Occupational Health and Safety Act (section 25, 26, 27, 28) and the specific company responsibilities for all employees.

### **PROCEDURES:**

All employees are responsible to ensure their roles and responsibilities are followed.

### **ROLES AND RESPONSIBILITIES:**

#### **OWNERS WILL:**

- Appoint competent managers.
- Establish and maintain JHSC and/or Health and Safety representatives.
- Ensure support, resources and authority is provided to the appropriate employees to carry out their duties and responsibilities.
- Ensure machinery and equipment is used safely.
- Ensure hazardous materials are stored, labelled, transported and used safely and provide equipment and devices needed to protect the employees.
- Provide a safe and healthy workplace.
- Provide healthy and safe work processes, ensuring safety policies, procedures and practices are developed, communicated and followed, posting and sharing appropriate information and reports, and design processes to control or eliminate hazards.
- Inspect ladders annually or as needed.
- Ensure housekeeping is completed daily.
- Review minutes of safety meetings, Ministry of Labour orders and safety directives with employees.
- Commend employee health and safety performance

#### **MANAGERS WILL:**

- Ensure that employees work in the manner and with the protective devices, measures and procedures required by O.H.S.A. and applicable Regulations.
- Has awareness of all actual and potential hazards in their area of responsibilities.
- Provides information to employees of all actual and potential dangers in their area of responsibility.
- Ensure employees perform their work in compliance with accepted safe work practices and procedures.

- Ensure adequate training is provided to employees so that tasks assigned can be performed safely.
- Ensure that equipment, materials and protective devices are provided and maintained in good condition as per reports provided by the Health and Safety Representative or JHSC Committee.
- Ensure employees use or wear the equipment, protective devices or clothing that **Merrill Inn Inc.** requires be used or worn.
- Correct substandard acts or conditions.
- Provide orientation for new employees.
- Conduct accident investigations.
- Report safety concerns to **Merrill Inn Inc.** Owner.
- Review MSDS' with employees before using hazardous material.
- Perform employee health and safety observations.
- Provide the necessary resources to implement support and enforce **Merrill Inn Inc.** health and safety policy and program within the company.

**EMPLOYEE WILL:**

- Use or wear the equipment, protective devices or clothing that the company requires.
- Work safely in accordance with the **Merrill Inn Inc.** and with the Occupational Health and Safety Act (section 28) and applicable regulations.
- Not remove, displace or interfere with the use of any safeguards.
- Report unsafe conditions to the manager/Owner after taking appropriate immediate action.
- Report all accidents, injuries and near-misses immediately to the manager/Owner.
- Work in a way that will not endanger yourself or others.
- Advise other employees of unsafe conditions or work practices.
- Participate in solving health and safety problems.
- Provide recommendations to the Manager/Owner to improve health and safety in the workplace.
- Refuse unsafe work.

**MERRILL INN INC.**

**EMPLOYEE ORIENTATION**

**DATE OF REVISION:** March 30, 2020

**PURPOSE:**

**Merrill Inn Inc.** worker orientation ensures new hires, temporary employees and full time employees returning from a leave of absence are familiar with **Merrill Inn Inc.** health and safety expectations, the employee's roles and hazards of the work site.

**SCOPE:**

Orientation information will include: health and safety policies and procedures, management and employee roles and responsibilities, return to work policy, health and safety representative, reporting accidents and incident reporting, hazards – job specific and potential unsafe conditions, reporting injuries, illness/diseases and other items on the checklist.

**ROLES AND RESPONSIBILITIES:**

**MANAGER WILL:**

- Provide orientation to new employees as per the following orientation checklist.
- Orientation will be delivered by hand outs, tours, demonstrations and training. **Merrill House** health and safety policies and procedures will be reviewed, orientation checklist completed and acknowledged by employee and manager/rep. One copy will be retained by the employee, the other to be filed in the office.
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**EMPLOYEE WILL:**

- Read, review and comply with all items listed on the orientation checklist.
- Ask their manager for any clarification if required.
- After completion of the orientation sign the checklist acknowledging acceptance and understanding their obligations and responsibilities.

**Merrill House** employees may be provided, as per their manager and their company position, the following training:

- WHMIS
- First Aid/CPR
- Mandatory MOL Worker Awareness
- Violence in the workplace

**MERRILL INN INC.**

**Merrill Inn Inc. Orientation Check List**

**EMPLOYEE NAME:**  
**ADDRESS:**

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<b>A. EXPLANATION OF DUTIES</b>	
<b>B. FIRST AID EQUIPMENT LOCATION AND USE</b>	
<b>C. ACCIDENT REPORTING PROCEDURE</b>	
<b>D. LOCATION AND USE OF FIRE PROTECTION EQUIP.</b>	
<b>E. SITE SPECIFIC HAZARDS/REPORTING OF</b>	
<b>F. NAME AND ROLE OF HEALTH AND SAFETY REP.</b>	
<b>G. REPORTING INJURIES/RTW POLICY</b>	
<b>H. MANAGER'S ROLE AND RESPONSIBILITIES</b>	
<b>I. EMERGENCY PLANNING &amp; PROCEDURES</b>	
<b>J. USE OF LADDERS/ACCESS EQUIPMENT</b>	
<b>K. PROPER LIFTING AND MATERIAL HANDLING</b>	
<b>L. HAZARDOUS MATERIALS - MSDS</b>	
<b>M. PERSONAL PROTECTIVE EQUIPMENT</b>	

**DATE COMPLETED:** \_\_\_\_\_

**EMPLOYEE SIGNATURE** \_\_\_\_\_

**MANAGER/OWNER SIGNATURE** \_\_\_\_\_

**MERRILL INN INC.**  
**DISCIPLINARY ACTION**

In order to ensure that **Merrill Inn Inc.'s** Health and Safety policy is complied with, at all times, the following disciplinary action will be enforced, whenever deemed necessary by the Owner. The following items shall be cause for a warning and possible dismissal if they are not rectified, or, if of a serious nature.

The items which will result in disciplinary action include:

- a. Absenteeism without reasonable cause.
- b. Health and Safety violations.
- c. Poor or unacceptable conduct including violent acts.
- d. Carelessness
- e. Wilful damage to company property, tools, equipment and /or machinery.
- f. Illegal drug, cannabis and /or alcohol consumption or use.
- g. Failure to report unsafe act/conditions.
- h. Non-compliance to the Health and Safety Policy and O.H.S.A.
- i. Other violations not noted above.

The above noted items shall be administered in the following sequence:

- Notice #1: Verbal warning. (Details to be documented)  
#2: Written warning.  
#3: Suspension

A **Merrill Inn Inc.** Accident/Incident Report Form will be completed with the details of the incident.

All notices shall be explained to any employees, and corrective action required to eliminate the violation.

Copies shall be distributed to all applicable parties and personnel records.

Any employee performing work in compliance with the Occupational Health and Safety Act, applicable Regulations and legislative requirements and the company Health and Safety Policy and Program shall not be suspended or be threatened to be dismissed or suspended.

**By working together and communicating with each other we can avoid having to use this disciplinary action, however, failure to comply will result in this policy being enforced.**

## MERRILL INN INC.

### RETURN TO WORK POLICY

**DATE:** March 30, 2020

**PURPOSE:**

**Merrill Inn Inc.** values the goal of prevention of injuries and illnesses including non- occupational by maintaining a safe and healthy workplace. Consistent with this value is the company's commitment to the successful recovery of all injured and ill employees by assisting in early intervention and return to safe work.

**SCOPE:**

It is the policy of this company to take all reasonable steps to return all injured and ill employees to their pre-injury position. **Merrill Inn Inc.** will provide a fair modified work program until the employee is able to return to their pre-injury position. These responsibilities reflect the requirements of the O.H.S.A.

The RTW Program will involve all key stakeholders including employees, management, WSIB, E.I. and treating practitioners.

**ROLES AND RESPONSIBILITIES:**

**EMPLOYER/MANAGER WILL:**

- Contact injured worker ASAP and stay in regular contact.
- Provide WSIB with information as required.
- Provide employees with Form 7 and Functional Abilities form and any other required documents and assist with completing forms when requested.
- Educate employees about the return to work program.
- Pay full wages and benefits for the day on which the injury occurred.
- Make certain that employees understand their obligation to cooperate.
- Complete a **Merrill Inn Inc.** Accident/Incident Detail form and follow up with any recommendations.
- **Merrill Inn Inc.** will assess each employee's situation according to the practitioner's report and recommendations to provide suitable modified work and develop a Return to Work Plan, in cooperation with the employee.
- Set specific time frames for the return to work.
- Review employees progress regularly.

**EMPLOYEE WILL:**

- Contact manager/Owner immediately of any injury.
- Obtain the necessary forms from the treating agencies as may be required by the employer.
- Stay in regular contact.



- Assist in identifying and cooperating in suitable modified work arrangements consistent with any functional abilities.
- Provide WSIB information as required.
- Return to work if physically able, within 24 hours with the completed forms to develop with the employer an early and safe Return to Work Plan.
- Ensure that other scheduled rehabilitation activities such as physical therapy or doctor's appointments are continued while on modified duties and are arranged whenever possible during non-work hours.

**HEALTH CARE PROVIDERS WILL:**

- Provide up to date information.
- Fill in forms as requested.
- Act as a resource.

**WORKPLACE SAFETY AND INSURANCE BOARD (W.S.I.B.) WILL:**

- Process a claim on a timely basis.
- Act as resource.
- Follow the Workplace Safety and Insurance Act.

## MERRILL INN INC.

### FIRST AID AND INJURY PROCEDURES

**DATE:** March 31, 2020

**PURPOSE:**

**Merrill House** is committed to ensuring that there is a First Aid Station, available to provide first aid if a **Merrill House** employee becomes injured on the job.

**SCOPE:**

Guidelines and responsibilities apply to all employees and as per O.H.S.A.

**GUIDELINES FOR FIRST AID FOR WORK RELATED INJURY/ILLNESS:**

1. First Aid Kit that comply with W.S.I.B. Reg. 1101 will be located, in an area easily accessible to employees.
2. A manager and/or Health and Safety representative will inspect First Aid Kits not less than quarterly. The date of the inspection, compliance and initial of the inspector will be recorded on a record form located in the first aid binder. Missing or damaged items will be reported to the Owner immediately and the Owner will ensure the items are replaced.
3. There will be at least one employee who is trained in First Aid, as outlined in WSIB Regulation 1101, available to provide first aid to employees. This person must work in close proximity to the First Aid station where the first aid kit and first aid binder is located.
4. The WSIB poster called "In Case of Injury at Work" must be posted at every workplace where it will come to employees' attention.
5. Any injury that requires treatment beyond First Aid or is considered a "near miss" must be reported to the manager/Owner and the manager/Owner must complete the Company's Accident/Incident Report.
6. All work-related injuries/illnesses requiring the attention of a medical professional require a Form 7 to be submitted to WSIB.

**ROLES AND RESPONSIBILITIES:**

**EMPLOYEE WILL:**

- Report all work related injuries to your Manager/Owner immediately.
- Report to the first aid attendant for assistance when injured and ensure the details are recorded in the first aid binder.
- Advise your manager/Owner if you seek medical attention from a doctor, hospital or clinic and take a Functional Abilities Form with you to be completed by the Health Professional.
- Report to your manager/Owner after you have seen a doctor and provide details of your ability to continue working.

**TRAINED FIRST AIDER WILL:**

- If necessary, remove injured employee from danger sources using proper techniques.
- Provide appropriate First Aid as trained and call 911 if required.
- Arrange for transportation to a medical facility if necessary and accompany employee if possible. Where possible, provide a WSIB consent form and a Functional Abilities Form for the employee to take to a physician.
- Notify the Manager/Owner immediately of all injuries.

- Record the first aid provided to the employee in a first aid binder that is kept at the First Aid station. The record must include the circumstances surrounding the incident as well as the date and time of injury, names of any witnesses, first aid given, and whether the injured person was transported to a medical facility. The record must be signed by the person who provided first aid.

**MANAGER/EMPLOYER WILL:**

- Ensure that a qualified first aid attendant is available and that first aid certificates of employees are posted.
- Ensure that the first aid kit(s) are inspected at least quarterly as required and that items are replaced as required.
- Ensure all critical injuries are reported to the Ministry of Labour and that the accident scene remains undisturbed where required under the Occupational Health & Safety Act.
- Ensure that all employees are aware of the location of the first aid kit/station.
- Arrange for an injured employee's transportation to a medical facility or home where required. Accompany employee if possible. Where possible, provide a WSIB consent form and a Functional Abilities Form for the employee to take to a physician.
- Ensure that the circumstances of all accidents resulting in injury to an employee are documented and filed in employee file.
- Submit a Form 7 to WSIB for work related injuries within 72 hours of the injury.
- Arrange for/co-ordinate First Aid training when required.
- Ensure the First Aid policy is reviewed and updated on a regular basis.
- Provide copies of First Aid regulations for posting.

## Merrill Inn Inc. Accident/Incident Report Form

**Completed by:**

**Date:**

<b>Employee Name:</b>	<b>Phone#:</b>
<b>DOB:</b>	<b>Address:</b>
<b>Reported by:</b>	
<b>Email:</b>	<b>Phone:</b>
<b>Date of occurrence:</b>	<b>Time:</b> <b>am/pm</b>
<b>Exact location:</b>	
<b>Accident /Incident / Near miss /Violence/Ill/Health /Safety</b>	
<b>What happened? Report any details that may have contributed to the incident (i.e., poor lighting). Use additional paper as necessary and attach to form.</b>	
<b>Describe the outcome: harm/health effects/damage:</b>	
<b>Describe corrective measures taken to address immediate hazards related to incident:</b>	
<b>Employer's name if other than worker:</b>	
<b>Address Phone:</b>	
<b>Witness details:</b>	
<b>Names(s) and contact information:</b>	
<b>First aid provided: Yes /No /N/A</b>	<b>Time of attendance:</b>
<b>By whom:</b>	<b>Contact information:</b>
<b>Details of provision:</b>	
<b>Reported to Manager/Owner date/time:</b>	
<b>Who reported the Form 7 to WSIB?</b>	

<b>Post incident:</b>
<b>Where did the person involved in the incident go next?</b>
<b>To the hospital/ home /returned to work /other</b>
<b>Was a health and safety rep notified of the incident? Yes/ No</b>
<b>How could have this incident/accident be prevented?</b>
<b>Any training /other action required?</b>
<b>Additional notes:</b>

**MERRILL INN INC.**

**HEALTH AND SAFETY REPRESENTATIVE**

**DATE:** March 30, 2020

**PURPOSE:**

The support of all parties in the workplace for a common objective, the well-being of all employees, is necessary to ensure an effective health and safety program. **Merrill Inn Inc.** is responsible for establishing a health and safety representative.

**SCOPE:**

A health and safety representative is chosen by the employees to represent them in health and safety matters.

**ROLES AND RESPONSIBILITIES:**

**HEALTH & SAFETY REPRESENTATIVE:**

- The representative must have non-managerial duties.
- The responsibilities of the representative are as described in the O.H.S.A. which may include but not be limited to:
  - inspect the work areas at least monthly to identify hazards
  - report hazards and make written recommendations to their manager
  - attend and participate in health and safety meetings on site
  - assist management in the annual review of the company's health and safety program
  - help to implement the company's health and safety program

- assist the manager in accident investigation
- ensure all health and safety meeting minutes be posted with employee attendance noted
- be familiar with the current Occupational Health and Safety Act and Regulations
- be familiar with procedures for refusal to work where health and safety are in danger

## **MERRILL INN INC.**

### **W.H.M.I.S./GHS (WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM)**

**DATE:** March 30, 2020

**PURPOSE:**

The Employer, **Merrill House**, shall make and maintain an inventory of all hazardous material that is present in the workplace.

**SCOPE:**

The inventory shall:

- include all information prescribed
- be prepared in consultation with the Health and Safety Rep
- be revised and updated annually to reflect any changes.

**ROLES AND RESPONSIBILITIES:**

**EMPLOYER WILL:**

- advise the MOL, in writing if, after making reasonable efforts, he/she is unable to identify or obtain the identity of the hazardous ingredients of a hazardous material prescribed;
- ensure that all hazardous material present in the workplace are identified with a supplier label and if the product is removed from its original container (such as a decanter or use container) then a workplace label will be affixed identifying the name of the product, precautionary measures and reference the SDS.
- obtain or prepare an unexpired Safety Data Sheet (SDS) for all hazardous material present at the workplace;
- ensure that the identification required above is available in English and such other languages as may be prescribed;
- ensure that hazardous material is not used, handled or stored at a workplace unless the prescribed requirement concerning identification, SDS and worker instruction and training are met;

If new, significant information becomes available before the three years has elapsed, the supplier is required to update the product label and SDS.

If there is no new information on the ingredients by the end of the three-year period, the supplier should review the SDS and the label for accuracy, revise it where necessary, and revise the preparation date on the SDS.

No person shall remove or deface the identification labeling for a hazardous material.

A copy of the most recent version of the inventory and of every unexpired SDS required for the hazardous materials in the workplace shall:

- be made available in the workplace in such a manner as to allow examination by workers who may be exposed or likely to be exposed to the hazardous material;
- furnish the Safety Rep with list and copies
- furnish on request a list and copies by the Fire Department
- furnish on request a list and copies by the Ministry of Labour
- provide training and workplace instruction to all workplace parties who are exposed to or likely to be exposed to a hazardous material;
- training will be determined in consultation with the Health and Safety Rep.
- training of worker shall be reviewed annually.

**EMPLOYEE WILL:**

- who work with or near hazardous products will complete WHMIS training
- ensure that all WHMIS hazardous products are labeled, with a supplier label. If the product is decanted or the label is not readable then the employee will affix a workplace label on the container. The workplace label will include the name of the product, hazard identification and preventative measures including PPE requirements and ventilation etc.

## MERRILL INN INC.

### EMERGENCY RESPONSE PLAN

**REVISION DATE:** March 30, 2020

**PURPOSE:**

**Merrill House** is committed to ensuring the health, safety and welfare of employees and visitors and protection of property should an emergency occur. An emergency under this policy is defined as:

“An urgent and/or critical situation, temporary in nature, that threatens or causes harm to people, the environment, **Merrill Inn Inc.** property or disrupts critical operations.”

This could include fire, explosion, gas leak, building collapse, major structural failure, loss of electrical power, natural disasters or robbery.

**SCOPE:**

The emergency response plan applies to **Merrill Inn Inc.** employees and visitors.

**ROLES AND RESPONSIBILITIES:**

**EMPLOYER WILL:**

- Develop an emergency/evaluation plan in conjunction with the safety representative for the above-mentioned emergencies. **The plan will be posted on each floor.**
- Post a floor plan showing emergency exits, fire extinguishers, first aid station and any flammable substances and a map showing evacuation routes and service conduits.
- Provide a list of personnel including their home phone numbers and position with **Merrill Inn Inc.**
- Post emergency phone numbers.
- Post names of 1<sup>st</sup> Aiders.
- Provide debriefing and post emergency support as required.

**EMPLOYEE WILL:**

- Report any emergencies or hazards to their manager/Owner.
- Follow the **Merrill Inn Inc.** emergency/evaluation plan posted.



## **MERRILL INN INC.**

### **WORKPLACE VIOLENCE/HARASSMENT**

**DATE:** March 17, 2020

**PURPOSE:**

**Merrill Inn Inc.** promotes a healthy, safe, violence and harassment free work environment for all its employees. It is committed to preventing workplace violence/harassment and minimizing or eliminating risks where possible.

**SCOPE:**

It is the policy of **Merrill Inn Inc.** to take all reasonable steps to ensure the workplace is free from violence and harassment. Workplace violence can be caused by fellow employees, managers, customers, and members of the public and can occur anywhere an employee is required to be in the course of their duties or while working alone. Violence/harassment will not be tolerated from any employee in the workplace. This policy applies to all employees.

**Definitions:**

**Workplace violence** as per the O.H.S.A. includes but not limited to intentional:

- the exercise of physical force against a worker
- an attempt to exercise physical force against a worker
- a threat to exercise physical force against the worker, in a workplace that could cause physical injury to the worker
- sexual violence and harassment

**Harassment:**

Workplace harassment is defined as engaging in a course of vexatious comment or conduct against an employee in a workplace – a comment or conduct that is known or ought reasonable to be known to be unwelcome. Examples may include bullying, teasing, intimating or offensive jokes or innuendos, displaying or circulating offensive pictures or materials and offensive or intimidating phone calls.

**ROLES AND RESPONSIBILITIES:**

**EMPLOYER WILL:**

- Maintain written workplace violence /harassment policy and procedures in consultation with appropriate employee representatives.
- Ensure that the policy and program is communicated to all employees.
- Ensure regular evaluation of the program.
- Provide training and education.
- Provide appropriate secure workplace.

- When aware or ought to be aware, that domestic violence may occur in the workplace must take every precaution reasonable in the circumstances to protect an employee at risk of physical injury
- Ensure that all reports of workplace violence/harassment incidents are taken seriously and dealt with appropriately and take all reasonable and practical measures to prevent reprisals or further violence.
- Management will take corrective action regarding any employee displaying violent behaviours.
- Ensure resources are available to support employee's needs.

**MANAGER/OWNER WILL:**

- Conduct a risk assessment of the workplace and identify the potential for occurrences of violent incidents.
- Take steps to eliminate or minimize the risks where possible.
- Provide appropriate training.
- Ensure that all reports of workplace violence/harassment incidents are taken seriously and dealt with appropriately.

**EMPLOYEE WILL:**

- Employees are encouraged to immediately and confidentially report any incident of workplace violence/harassment to their Manager/Owner and complete an incident report.
- Employees are encouraged to immediately and confidentially report any incident of workplace violence/harassment to the Owner when the alleged harasser is their Manager and complete an incident report
- Report concerns to their Manager/Owner if they fear domestic violence may enter the workplace.
- Complete training as requested.
- Have the right to refuse work if they feel they have a reason to believe they are in danger from workplace violence/harassment.
- Cooperate with the investigation of workplace violence/harassment incidents


**RECORDS:**

All records of reports and investigations of workplace violence and harassment are kept for five years.

**POLICY REVIEW:**

This workplace violence and harassment prevention policy and program will be reviewed annually.

Dated at Picton, ON on March 16, 2020

Signed  \_\_\_\_\_

**MERRILL INN INC.**

# WORKPLACE IMPAIRMENT

**DATE:** March 17, 2020

## **PURPOSE:**

**Merrill Inn Inc.** is accountable to create a safe environment for guests, employees, volunteers and members of the public. This duty includes addressing any issue that may impair an employee's ability to perform their work functions responsibly.

## **SCOPE:**

All individuals working **at Merrill Inn Inc.** (including volunteers and contractors) are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to use or after effects of alcohol, illicit drugs, non-prescription drugs, prescribed medications, or any other substance situation, or issue that may impair judgment or performance. **Merrill Inn Inc.** has taken the position that the presence of illicit drugs, recreational drugs and alcohol on the worksite is not permitted. Any individual failing to adhere to this policy will be subject to discipline up to and including dismissal.

## **ROLES AND RESPONSIBILITIES:**

### **MANAGER/OWNER WILL:**

- Identify and handle all situations promptly where there are concerns about an individual's ability to perform his or her job safely.
- Send home immediately employees who are assessed and suspected to be impaired while at work.
- Arrange transportation for the employee to arrive home safely
- .
- Be responsible for documenting any incidence of suspected impairment using the Accident/ Incident Investigation Report.
- Work to determine appropriate disciplinary action if necessary
- Strongly encourage employees who have substance dependency to seek assistance.
- Will use "fit to work" procedures and provide accommodations (where appropriate). **Merrill Inn Inc.** honours that disabilities are protected through human rights legislation.

### **EMOLOYEES WILL:**

- Inform their manager/owner or another named person(s) about any situation that may compromise their safety or the safety of others or impair their performance.
- Advise their manager/owner whenever they have any concerns about their colleagues' fitness or duties.
- Seek assistance for their substance dependency.

**Merrill Inn Inc. Health and Safety Acknowledgement**

I, \_\_\_\_\_ have read and understand the Merrill Inn Inc. Health and Safety Policy and Procedures manual. I will request clarification from the Owner when I have questions and concerns.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date



