



Procedure Name	Number of Pages	Date(s) of Amendment
Office Safety	1 of 1	
Cross Reference		
Health and Safety Policy		
Workplace Incident/Accident Reporting and Investigation Procedure		
Related Forms		
Incident/Accident Investigation Report		

Procedure

1. As an employer, the Ottawa Student Transportation Authority (OSTA) will take all reasonable precautions to ensure a safe workplace for its employees.
2. To facilitate this action, OSTA will review its office workplace to identify hazards and take action to eliminate or minimize them.
3. OSTA will consider recommendations made by the Joint Occupational Health and Safety Committee to make the office workplace safe. The Committee will conduct monthly workplace inspections to identify hazards and report these to the General Manager or their designate.
4. Employees are expected to report any hazard they observe to their supervisor. Supervisors are expected to take action to eliminate or minimize hazards or, if unable to take action, report hazards to the General Manager or her/his designate for action.
5. The Workplace Incident/Accident Reporting and Investigation Report should be used to record OSTA's response to reports of hazards. These reports should be classified as Near Miss (no loss) incidents.
6. OSTA will educate employees about common office hazards including slips, falls, lighting, air quality, materials handling, ergonomic hazards, and electrical hazards.