



OSTA

Ottawa Student
Transportation
Authority

Occupational Health and Safety

Effective Date: June 27, 2011

Policy Code – Version: H13 – V2

Policy Name: Occupational Health and Safety

Approved by motion of Board on	9/12/2013
Re-Approved by motion of the Board on	13/11/2017
Re-Approved by motion of the Board on	26/08/2019
Modified by motion of the Board on	24/01/2022
Modified by motion of the Board on	28/02/2022
Re-Approved by motion of the Board on	7/11/2022

Cross Reference

OH&S Policy Statement

Related Forms

H&S Inspection Form, Work from Home Checklist

Policy Statement

1. The Ottawa Student Transportation Authority is committed to the health and safety of its employees, and other authorized people working in its workplaces or on behalf of the Ottawa Student Transportation Authority. Emergency situations, such as a pandemic, may affect where work is performed. For example, work may be performed in the home. The Ottawa Student Transportation Authority will respect Public Health and Ministry Guidelines.
2. The Ottawa Student Transportation Authority shall provide and maintain a safe, healthy working environment for all its employees.
3. Employee in this policy refers to any person in active employment with the Ottawa Student Transportation Authority regardless of employment status (e.g., full-time, part-time, regular, term, contract, casual). Contractors and sub-contractors are not the Ottawa Student Transportation Authority's employees.
4. Protecting employees from injury, illness or other loss is a major obligation and important priority of the Ottawa Student Transportation Authority. The health and safety of staff shall take precedence over expediency. Pursuant to the Occupational Health and Safety Act, employees with supervisory responsibilities

shall take every reasonable precaution to ensure the safety of the workers they supervise and their workplace. All employees shall take every reasonable precaution to prevent personal injury or injury to others in the performance of their tasks.

5. The Ottawa Student Transportation Authority shall take corrective actions which may include disciplinary action with employees who put themselves or others at risk, contravene the Ottawa Student Transportation Authority's policies and procedures, or contravene the health and safety legislation.
6. The Ottawa Student Transportation Authority shall annually prepare and post in the workplace a policy statement that communicates its commitment to safety and shall develop and maintain a program to implement the policy.

Procedure

1. The decision regarding staff to work from home is at the discretion of the General Manager/CAO, based on the operational needs of the organization.
2. The OSTA staff and General Manager/CAO or their designate will discuss and agree upon a reasonable duration for working from home. Notice to return to the office will be provided by the General Manager/CAO or their designate.
3. OSTA staff will, in conjunction with the General Manager/CAO or their designate, before working from home, review the Work from Home Checklist to ensure preparations are adequately considered, such as data security, confidentiality requirements and the workplace environment. Possible areas of concern, including potential alternatives, will be discussed before making a decision. If risk areas cannot be easily corrected, the OSTA staff should work onsite.
4. OSTA staff will complete and sign the Work from Home Checklist. A copy will be kept in the staff personnel file.
5. If there are changes or issues to working from home (i.e., unreliable internet, confidentiality has been affected), the staff will discuss this with the General Manager/CAO or their designate and complete a new Work from Home Checklist.
6. The supervisor or their designate will regularly connect with the OSTA staff at home to ensure their ongoing wellness and safety.
7. OSTA staff working from home will, at regular intervals, inspect their workplace environment to identify and correct potential hazards (i.e., tripping hazards).

8. OSTA staff will care for and maintain the OSTA's equipment while working from home, including preventing avoidable damage (i.e., liquids should not be placed near the equipment).
9. OSTA staff will dress in proper attire each day and be presentable at all times.
10. OSTA staff will immediately notify the General Manager/CAO or their designate of all off-site workplace incidents that result in personal injury or equipment/property damage.
11. OSTA will maintain the appropriate level of insurance coverage for equipment that is taken off-site (i.e., computer, monitors, cameras).
12. While there is more flexibility working from home, the OSTA staff are expected to complete their assigned responsibilities.