

 <p><b>MTI</b> MOUNTAIN TRANSPORT INSTITUTE LTD</p> <p><b>Policies and Procedures</b></p>	Number: <b>1300</b>	Title: <b>Occupational Health and Safety Policy</b>		
	Last Revision:	October 2025		
	Effective:	May 6, 2016	Next Review:	October 2026

**Policy:**

Mountain Transport Institute Ltd. (MTI) recognises and is committed to providing and maintaining a safe, healthy and comfortable work environment for its staff, students and other visitors.

MTI believes that a well-managed health and safety program is an integral part of good management practice. Staff members have an obligation to ensure that they are thoroughly familiar with its content. It is strongly suggested that the policy be carefully read and understood.

**Scope:**

The Occupational Health and Safety Policy covers all staff, students and visitors of Mountain Transport Institute, to ensure their health and safety during their time at MTI.

**Principles:**

***Commitment to Occupational Health and Safety***

The management of Mountain Transport Institute Ltd. is vitally interested in the health and safety of its employees, students and visitors. Protection of employees and students from injury or occupational disease is a major continuing objective. MTI will make every effort to provide a safe, healthy work environment. All staff and students must be dedicated to the continuing objective of reducing risk of injury. MTI as an employer is ultimately responsible for staff and student health and safety.

Managers will be held accountable for the health and safety of staff and students under their supervision. Managers are responsible to ensure that machinery and equipment are safe and that staff and students work in compliance with established safe work practices and procedures. Staff and students must receive adequate training in their specific work tasks to protect their health and safety. Every staff member and student must protect his/her own health and safety by working in compliance with the law and with safe work practices and procedures established by MTI.

In the event of an incident, a completed Incident Report will be forwarded by all those involved to the Branch Manager for an incident review. Results of the review will be shared with other staff and students where beneficial. If determined to be appropriate

and/or necessary new policies or procedures will be drafted and implemented immediately.

MTI is committed to providing a healthy and safe working and learning environment for all employees and students.

### ***Staff Responsibilities and Involvement***

The Occupational Health and Safety Act places obligations on employees to take care of their own health and the health and safety of others who may be affected by their acts or omissions at the workplace. Staff will receive information, instruction and ongoing supervision on likely hazards of the job.

If a staff member is inexperienced in the use of a piece of equipment, training will be provided.

All staff are expected to:

- Practice safe working habits.
- Report unsafe working conditions or equipment.
- Keep their immediate work area in a safe and orderly condition.
- Take care of others.
- Cooperate with MTI in meeting the requirements of the Occupational Health and Safety Act.
- Hold the health and safety of non-employees, visitors, etc. at a level of high priority.
- Immediately report any hazards or faulty equipment to Dispatch.
- Staff should discuss any Occupational Health and Safety concerns with the President. The observations and suggestions of all staff will be valued. Every effort will be made to address all issues.

### ***Preventative and protective measures***

OH&S hazards and risks are reduced or controlled through a combination of preventative and protective measures.

Priority measures include:

- Eliminating the hazard
- Reducing the hazard by substituting materials, processes or equipment.
- Reducing the hazard through engineering controls

Hazards that cannot be eliminated or reduced through the measures above are controlled through one or more of the following:

- Increasing awareness of potential hazards through measures such as lighting and signage.

- Training workers in skills and work methods to allow them to carry out their job safely.
- Preparing safe operating plans and work procedures that address hazards and risks specific to each work group;
- Communicating hazards, hazard controls and work plans at pre-job meetings to personnel who will perform the work; and/or
- Providing workers with adequate personal protective equipment, communicating requirements for use of PPE, and training personnel on the selection and use of PPE, when required.

### ***Emergency prevention, preparedness and response***

MTI has established procedures to prevent, prepare for, and respond to OHS emergencies. These procedures include:

- The identification of potential emergency situations that present a risk of injury or illness; and
- Requirements and guidelines for emergency plans which are required throughout the company for departments, facilities, and specific events.

Emergency plans include:

- The roles, responsibilities and resources needed to effectively manage emergencies;
- Requirements to conduct exercises to regularly test emergency plans;
- Requirements to review and update plans as required, and/or after the occurrence of an emergency.

Operating groups are responsible for preparing and annually reviewing OHS training plans. Training plans shall include competency requirements and training needs for personnel to carry out work safely.

### ***Training***

MTI has a commitment to providing training on an as needed basis for all staff in the area of OH&S. It is MTI's intention to have well trained staff that are aware of what to do in emergency situations. It is the duty of the staff member act calmly, professionally and remember their training whenever they face an emergency. Staff is to look out for the wellbeing of other staff members, students and visitors.

### ***Smoke Free Workplace***

MTI shall be smoke-free in all public and individual work areas, which includes all MTI vehicles. This aims to provide a healthy and safe workplace for staff, students and visitors. It also promotes and supports healthy choices in the workplace.

Smoking is only allowed in designated areas.

### ***Office Safety***

All work performed in offices at MTI will be conducted using safe work practices. Office and administrative areas will be maintained free of recognized hazards. MTI will also be mindful of creating an environment that will be non-threatening: students and staff have the right to be free from physical, emotional and verbal abuse.

Safe Work Practices:

- Guard the sharp edges of furniture to prevent personal injury.
- Practice good housekeeping. Keep floors free of items that might cause tripping. Keep waste cans out of the way; do not overfill them.
- Prevent slipping accident by cleaning up spills immediately.
- Report all defects such as loose tiles, broken steps, railings and doors immediately to the Branch Manager.
- Keep razor blades, tacks, and other sharp objects in closed containers.
- Use the proper tool for the job at hand (e.g. a staple remover to remove staples).
- Do not overload electrical outlets. Do not plug a multiple outlet strip into a second multiple outlet strip.
- Report immediately, any damaged electrical cords, broken switches, loose connections, or bare wires to the Branch Manager.
- Unplug any office machine that smokes, sparks, or delivers an electrical shock. Have it inspected by the appropriate repair personnel.
- Avoid overloading the top drawers of filing cabinets to avoid the possible tipping of the cabinet when the drawers are opened. Open one drawer of the file cabinet at a time to prevent tipping. File cabinets should be placed where their use will not interfere with office traffic patterns.
- Keep file and desk drawers closed when not in use to help prevent tripping accidents.
- Be sure to use proper lifting techniques. Make arrangements with personnel skilled in moving to shift furniture and other heavy objects.
- Use only safety step stools or ladders for climbing and reaching. Don't stand on swivel chairs or use them as step stools.
- Be careful with flammable liquids. Only the quantity needed for use should be in the work place. They should be kept and used in a ventilated area, away from excessive heat or ignition sources.

- Office doors shall be free of obstructions at all times to permit exits in case of an emergency.
- Report any observed pest control problems to the Branch Manager.
- Noise should be kept to a minimum in situations where the office is a shared environment.

Staff should be sensitive to the needs and different behaviours of others without compromising the above.

### ***Children in the Workplace***

MTI has a flexible policy regarding children in the workplace.

In the event that a staff member is required to bring her/his children to work due to an emergency, she/he is encouraged to do so however approval needs to be sought from your Supervisor. The staff member is responsible for the children and must keep them occupied so they do not distract other staff members. If children are not well they should not be brought into the office so as to minimize infection in the workplace. Staff can request leave for this purpose.

In extraordinary circumstances where the children need to be brought in for an extended period prior approval needs to be sought from the Branch Manager.

### ***Workplace Violence***

Violence in the workplace is totally unacceptable. All students and staff have the right to feel safe and to participate in programs and services in a non-threatening environment. A student who is violent will be asked to leave the workplace immediately. An Incident Report will need to be completed and it may require making a report to the Police, if the act of violence amounted to a criminal offence. A staff member who is violent or abusive will be subject to disciplinary action. Any behaviour, which constitutes a crime, is subject to legal remedy and criminal or civil justice. Refer to the Policy 1110: Respectful Workplace and Policy 1111: Employee Conflict Resolution.

### ***In-Vehicle Safety***

Any vehicles used in Mountain Transport Institute Ltd. will be maintained and operated in a safe manner. All vehicles will be maintained as per the National Safety Code requirements. Follow Policy 2124 – Vehicle Maintenance Policy.

Safe vehicle use practices:

- Driver must complete a pre-trip, enroute and post-trip inspection with every trip.
- Practice good housekeeping. Keep floors free of items that might cause tripping. Keep waste cans out of the way; do not overfill them.
- Prevent slipping accident by cleaning up spills immediately.

- Report all defects such as curled floor mats, broken steps, railings and doors immediately to the Manager.
- Keep any sharp objects, like pens, in closed containers.
- Follow the Rules of the Road Policy.

### ***First Aid***

MTI recognises that in accordance with Occupational Safety and Health Legislation it has a responsibility to provide first aid assistance to staff and students who may sustain an injury while on the premises.

To achieve these responsibilities, MTI shall, as far as is reasonably practicable, provide practical instruction about the following:

- first aid kits and their locations;
- trained first aiders and their work location;
- procedures to be followed when first aid is required.

#### **First Aid Kits:**

- There are two first aid kits in the building – one on the shelving unit above the copier on the administrative side and the second on the wall in the student lunchroom.
- The administrative staff members are responsible for ensuring they remain stocked and up to date.
- Kit contents must be replenished as soon as possible after use.
- Monthly inventory checks should be made and recorded to determine if the contents are as listed and have not deteriorated.

All first aid injuries and treatments must be recorded and reported immediately to the General Manager.

### ***Procedure for Fire Safety***

The President is to ensure that adequate fire suppression equipment is available as needed throughout the building and that all fire suppression equipment is inspected by a qualified inspector annually. The Vice-President is responsible for preparing and posting emergency exit instructions route maps in each room with the exit from that room specifically noted in a coloured highlight.

In the event of a fire emergency, the Office Administrator will dial 911 and advise the fire department of the location of the school. They will provide details of the type of fire (if known) and the location of the fire within the building.

A staff member on site will advise all staff and students to evacuate the campus.

Instructors will escort their students to the Fire Hall parking lot, ensuring that he/she takes the class list with them. At the Fire Hall parking lot, the Instructor will check to ensure all students present that day are out safe and will immediately advise the on-site

administrator if anyone is missing. It is the job of the on-site administrator to decide if the school is to be closed until further notice. No student or staff will re-enter the campus until the fire officials have authorized re-entry.

### ***Regular OH&S Meetings***

OH&S meetings are to be held at least once a month during regular weekly staff meetings. During these meetings, staff will take time to discuss health and safety issues, identify any unsafe conditions and then find solutions to the problem. Any time an issue of OH&S arises, it is to be discussed during the meetings.

### ***Regular Inspections***

Vehicle Inspections are to be completed daily prior to training with students. Please see the Driver Vehicle Inspection Reports for each Unit/Trailer in our Filing/Storage Room. Office inspections are completed weekly by administrative staff to ensure the safety of staff and students, making sure all exits are easily accessible and to prevent any hazards.

### ***Incident Investigation***

MTI agrees to follow the incident investigation guidelines provided within the Small Business Health & Safety Logbook on pages 32 and 33 from *WorkSafeBC*.

### ***Records and Statistics***

MTI agrees to keep our OH&S records and statistics up-to-date and reviewed yearly. The binder holding these records and statistics will be kept in the bookshelf alongside the First Aid Kit in the Administration location of the building.