

Health and Safety Policy

Policy Number: G-05.05.00	Next Review Date: 2029
Approved by: NSRDDA Board	Approval Date: November 3, 2025

1. Purpose

The purpose of this policy is to affirm the NSRDDA's commitment to providing a healthy and safe work environment for its employees, Board and Committee members, contractors, and visitors, and to comply with the *Nova Scotia Occupational Health and Safety Act* (OHSA) and applicable regulations.

The NSRDDA's approach to health and safety is grounded in its commitment to EDIRA principles. The Regulator is committed to creating a safe and welcoming workplace where all people – regardless of background, identity, or other equity-related characteristics – can work effectively.

2. Scope

This policy applies to:

- All NSRDDA employees
- Members of the Board and Committees
- Contractors and consultants
- Visitors to the NSRDDA's premises

It applies to all work-related activities, including those carried out off-site or remotely.

3. Policy Statement

(a) Commitment

The NSRDDA is committed to protecting the health, safety, and well-being of everyone involved in its operations. We will take every reasonable precaution to prevent workplace injuries, illnesses, and hazards, and to comply with occupational health and safety legislation and best practices.

(b) Roles and Responsibilities

The NSRDDA as the employer, through the Registrar:

- Ensures compliance with the OHSA and applicable regulations
- Establishes and maintains a safe working environment
- Provides health and safety training and orientation to all employees
- Identifies and controls workplace hazards

- Considers disproportionate impacts on equity-deserving groups in its risk assessments, including those related to mental health, discrimination, harassment and accessibility
- Investigates incidents and implements corrective actions
- Maintains records of incidents, inspections, and safety procedures
- Supports staff in exercising their rights under the OHSA

Employees:

- Follow all health and safety procedures and use equipment properly
- Immediately report hazards, near misses, injuries, or unsafe conditions
- Participate in training and safety initiatives
- Take reasonable care to protect their own health and safety and that of others
- Refrain from any acts that may endanger themselves or others

Joint Occupational Health and Safety Committee (if required):

- Monitors health and safety performance and recommends improvements
- Participates in inspections, incident investigations, and hazard assessments
- Promotes awareness and training among staff

Contractors and Visitors

- Comply with all workplace safety rules and instructions
- Report any observed hazards or incidents immediately

(c) Workplace Safety Measures

The NSRDDA will adopt workplace safety measures such as:

- Maintain clear walkways and emergency exits
- Provide ergonomic equipment and training for office staff
- Ensure proper lighting, ventilation, and temperature
- Use and store office equipment and supplies safely
- Monitor remote and hybrid work environments for ergonomic and other risks

(d) Psychological Health and Safety

The NSRDDA recognizes that psychological safety is a critical part of a healthy workplace. We are committed to:

- Promoting respectful and inclusive interactions
- Addressing workplace stressors and harassment proactively
- Supporting mental health awareness and access to resources
- Fostering a culturally safe environment that respects diverse worldviews, values and rights, and
- Taking trauma-informed approaches to workplace wellness and critical incident response.

(e) Reporting and Investigation

Employees must report any of the following to the Registrar without delay:

- Workplace injuries or illnesses
- Unsafe conditions or equipment
- Near misses or “close calls”
- Acts of violence, harassment, or bullying

The Registrar will ensure that all incidents will be documented and investigated. Findings will be used to improve workplace safety and prevent recurrence. Reports to the Registrar may be made confidentially, without fear of reprisal.

(f) Emergency Preparedness

The NSRDDA will maintain up-to-date plans and training for:

- Fire safety and evaluation
- First aid and emergency contact procedures
- Evacuation protocols
- Shelter-in-place and lockdown protocols
- Emergency response plans for persons with disabilities

The Registrar and Executive Assistant will be trained in first aid and emergency procedures.

(g) Training and Communication

As part of their orientation, all new Board members, Committee members and employees will receive training that integrates EDIRA principles into health and safety practices, including cultural humility, unconscious bias, and accessibility standards. Periodic refresher training will be provided as needed.

Safety information will be communicated through meetings, signage, and digital channels.

4. Monitoring and Policy Review

The Registrar and the Chair of the Finance, Audit and Risk Committee will ensure that this policy is reviewed in accordance with the Board’s policy review cycle or as required by changes in legislation, working conditions, or organizational structure.

5. Accountability

The Registrar is accountable for ensuring compliance with this policy.

6. Contact

For questions or to report a concern, contact:

Registrar

registrar@nsrdda.ca

902-420-0083