

# NLPSPA Safe and Healthy Workplace Policy

**Purpose:** The Newfoundland and Labrador Public Sector Pensioners' Association (NLPSPA) is committed to supporting a working environment that is vibrant, inclusive, open, safe, healthy and respectful where staff, members and visitors know they are valued. In accordance with this philosophy, the NLPSPA strives to enhance the physical and psychological health, safety and the quality of life of all its staff, members, and volunteers.

## Policy:

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1. The NLPSPA is responsible to ensure the safety of all employees in the workplace, whether the workplace is the NLPSPA Office, at home, at any commercial establishment such as a hotel meeting location, convention location, etc., or at any location removed from the office necessitated by travel to such location.
2. All work sites utilized by the NLPSPA will meet the standards and rules as detailed by the Occupational Health and Safety Act (OHS).
3. NLPSPA work site(s) will provide: clean working conditions; sufficient employee work space; adequate heating, ventilation, and lighting; toilet and washroom facilities; a source of drinking water; and, seating.
4. The NLPSPA is responsible to act upon and rectify any employee complaints, reports of injury, accidents or refusal to work.
5. Employees are required to report unsafe conditions to their employment manager as soon as they are observed.
6. An employee has the right to refuse any tasks that are considered dangerous, as detailed by the provincial OHS legislation.
7. Emergency exits from the NLPSPA workplace will be clearly indicated and always accessible.
8. Any workplace site utilized by the NLPSPA must have a secondary marked exit, in addition to the principal entrance/exit.
9. The NLPSPA principal work office suite shall be equipped with appropriate emergency first aid supplies, that are regularly checked, kept current and do not become time-dated.
10. Employees and other users of current and any new office equipment shall be provided with the necessary orientation and training for safe use.
11. All office support equipment, appliances, and other furniture shall be regularly checked, maintained, and replaced as determined by age, degree of usage and reliability.
12. NLPSPA shall ensure that all work stations, offices and meeting rooms are properly equipped and maintained to enable productivity and safe working conditions, including the design and layout of office and room spaces and individual ergonomic needs.

13. NLPSPA will maintain a General Liability Insurance Policy for the workplace premises, that will be renewed annually and upgraded as necessary to ensure acceptable protection coverage for the work site.
14. In order to maintain an open and welcoming office, the main door to the NLPSPA suite will be open for general admission at most times, unless dictated by health protocols or other security directions (see below). However, discretion is delegated to staff to secure the office suite at any time during working hours should a staff person working alone feel unsafe or in anyway jeopardized in his/her personal safety. In such situations, persons seeking admission shall indicate identity, purpose of visit, and provide any necessary credentials as may be directed at any given time. In off hours, the office suite will remain locked.
15. On occasion and for special circumstances, it will be necessary for NLPSPA to close our principal office suite. Such situations could be weather related, building or office renovations, and public health directives. In such circumstances, the following will apply:

#### **Public Health and Public Safety Protocols:**

1. The NLPSPA will implement all necessary safety measures to protect our staff, volunteers and our members, whenever there is a public health related advisory or a public safety alert.
2. The door to the office will remain locked to walk-in admission during any health directed advisory or security directed alert.
3. Before requesting admission, a face mask is required as mandated by Public Health for all indoor spaces. NLPSPA can provide a disposable mask, if needed, and hand sanitizer.
4. Proper social distancing measures are expected during visitation.
5. Due to the above noted social distancing measures, a time delay between admissions can be expected if staff is already assisting someone in the office and to provide time to disinfect common surface areas once the first party leaves.
6. Admission will be denied if someone is experiencing any of the presenting symptoms associated with COVID-19, or any other health directed advisory.
7. NLPSPA has confirmed with the Government of Newfoundland and Labrador, Business Response Team, that the office premises are not required to undertake the NL Vax Pass verification for business due to the level and limits of normal day-to-day business.
8. Should NLPSPA resume the use of its Board Room space for meetings or other events, the NL Vax Pass is a requirement for admission to the office suite and the NL Vax Pass verification will be applied.

#### **Staff Working from Home:**

1. NLPSPA shall provide the necessary office supplies, equipment, and means of communication to employees while working from home to ensure the continuation of

regular business, while recognizing that short delays in communication and timeliness of work actions are possible and acceptable;

2. While working from home, employees are expected, without qualification, to maintain the security and confidentiality of all NLPSPA work, documents, messaging, property, and other materials;
3. At home virtual meetings are to be conducted in a location to avoid interruption and noise and to ensure the confidence of the meetings;
4. Employees who are working from home will be expected to maintain as normal a work routine, as possible;
5. An employee's work from home arrangements shall not affect the employee's terms of employment;
6. Normal hours of work shall apply, with the employee being responsible for setting home based boundaries. NLPSPA accepts, within reason, that a regular schedule can be interrupted by the normal activities of a household;
7. There shall be no expectation by NLPSPA for employees to work beyond the normal work day hours, unless special circumstances occur where such is requested by either the employer or employee. This, however, does not preclude an employee from voluntarily working outside normal hours;
8. Employees, when working from home, shall create a work space that is comfortable, free of distraction, and is not the normal household area for eating or relaxation;
9. To ensure a healthy and professional mindset, employees should make every effort to dress professionally, yet comfortably for the home work site

Approved by the Board of Directors: January 19, 2022