**Appendix – Occupational Health and Safety Requirements**

**Please note that the following only applies to buildings that currently have CRA employees working. This does not apply to buildings that have been closed.**

**First Aid/AED**

***First aid responders:***

* If there are **6 or more employees in the workplace** at any time, there must be a trained first aid responder onsite.
	+ Minimum of one trained responder, ideally two (or more) so there is coverage if one responder has to accompany an employee to the hospital.
* The responder list for each workplace can be found on the [Get to know your work site first aid/AED coordinators and responders](http://infozone/english/r2732472/ec-ce/ohs-sst/frstddt-e.asp) page.
* If there is more than one work shift, there must be a trained first aider onsite **during each work shift.**

***First aid kits – Inspections:***

* All first aid kits in the occupied area or floor must be inspected at least once per month.
* First aid responders must use the [First aid kit inspection checklist (PDF, 452 KB)](http://infozone/english/r2732472/ec-ce/ohs-sst/documents/frst_d_kt_nspctn_chcklst-e.pdf) for monthly inspections.

**Health and Safety Committees (HSC) / Representatives (HSR)**

***Management must determine whether or not there is adequate HSC/HSR representation in the building:***

* If there are more than 20 employees in the building:
* and there are employer and employee representatives of the HSC on-site, the HSC continues to function as usual.
* and there are no employer representatives of the HSC on-site, management must appoint a manager to be an ad-hoc HSC member.
* and there are no employee representatives of the HSC on-site, management must contact the local union and ask them to identify an employee to be an ad-hoc HSC member.
* If there are less than 20 employees on-site for the duration of the emergency:
	+ and there are no HSC members on-site, management must contact the local union and ask them to identify an employee to be an ad-hoc HSR.
* Regardless of the situation above, management should contact their [Regional OHS officer](http://infozone/english/r2732472/ec-ce/ohs-sst/reg-ohs-advisors-e.asp) and inform them of the situation.

***Training:***

* All ad-hoc HSC members or HSRs must take the [online](http://druid/dlp/crses-e.asp?course_code=TD1504-001) training immediately.

***Participation:***

* Management must consult the HSC/HSR if they are considering implementing any new corrective measure, preventive measure, closure, change, or modification of the worksite.

***HSC meetings:***

* While the regular HSC may be cancelled during the emergency, it must still complete 9 meetings by the end of the year.
* If a decision is made that the HSC should hold a special meeting for whatever reason, it must still meet quorum.
* Quorum is defined as:
	+ more than half of the HSC members outlined in the terms of reference and any new ad-hoc members;
	+ at least half of which are employee representative; and
	+ at least one of which is an employer representative.
* Members who are not in the workplace may call-in to the meeting from home.

***HSC / HSR inspections:***

* The HSC / HSR must still conduct a monthly [inspection](http://infozone/english/r2732472/ec-ce/ohs-sst/insguide/annef-e.asp) of some part of the workplace.

***Once CRA business returns to usual, post the COVID-19 Emergency:***

* Ad-hoc members should participate at the next HSC meeting and inform the HSC of everything that they have done during the emergency.
* Once the meeting is over, the ad-hoc members are officially no longer members of the HSC. If the HSC wishes to keep them on as members, they will need to review their terms of reference, and modify them if needed.

**Ergonomics**

* Ergo coach adjustment sessions are suspended.
* Should employees have any issues in setting up their workstation, they should consult the [Office Ergonomics Self-Adjustment Tool](http://druid/dlp/crses-e.asp?course_code=TD1599-004).