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Table of Acronyms

RDA	Recovery and Development Agency
IRS	Internal Responsibility System
DLWD	Department of Labour and Workforce Development
HSR	Health and Safety Representative
MSDs	Musculoskeletal Disorders
PPE	Personal Protective Equipment
OHSA	Occupational Health and Safety Administration

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2 Overview

This Occupational Health & Safety Employee Handbook provides an overview of health and safety and outlines the responsibilities of the employer, manager and employee. It also provides an overview of our health and safety policies, programmes and safe working expectations.

In this workplace we strive to promote a culture of safety: if you are not trained how to use the equipment or do the task, or if you're unsure of the work assigned to you, then always ask a supervisor for assistance.

Safety is everyone's responsibility- from the employer to the newest employee. We all have legal obligations under the Virgin Islands Labour Code to keep ourselves and the workplace safe. And it's the right thing to do.



Stop and take the time to think about what you're going to do. What is the worst thing that could happen?



Think about how you're going to do it. Is it the safest way? If not, how can you do it better? Do I have the right tools, training and equipment?



Act in the safest way possible. Follow proper procedures, don't rush and STOP if it can't be done safely.

3 Purpose

This health and safety handbook apply to all employees of the RDA visitors, contactors, agency and sub-contracted staff. Managers at all levels are expected to take an active lead to ensure that health and safety and systems of internal control are of the highest standard and integral to the operation of the Agency. All employees and other persons are expected to have due regard for their own health and safety and that of their

colleagues and other persons. If safe systems of work have been introduced, employees are expected to follow them, and any other relevant instructions.

4 Commitment

RDA is vitally interested in the health and safety of our employees. The employer and staff all share a responsibility, and will work together, to reduce the risk of injury and occupational disease.

RDA is ultimately responsible for workplace health and safety and will comply with applicable requirements under the Virgin Islands Labour Code.

RDA is committed to providing a safe work environment, free of workplace violence and harassment, where all workers are treated with respect and dignity. Workplace violence or harassment of any kind will not be tolerated, and we will be proactive in its prevention.

We will investigate all reported incidents of violence and harassment in an objective and timely manner, take necessary action, and provide appropriate support for victims. It is important that all incidents of workplace violence or harassment are reported to your manager or the employer.

All individuals working at **RDA** (including volunteers and contractors) are expected to report to work at their scheduled date and time fit for duty. Fit for duty means you are not under the influence of any alcohol, prescription medication, legal or illegal drugs that may cause impairment inhibiting your ability to safely perform the duties or your job or perform to expectations.

The **RDA** has taken the position that the presence of illicit drugs, recreational drugs and alcohol on the worksite is not permitted. Any individual failing to adhere to this policy will be subject to discipline up to and including dismissal.

5 Duties and Responsibilities

There are three primary workplace parties and the duties and responsibilities of each. This set of interlocking duties is referred to as the Internal Responsibility System (IRS) and is the foundation of a sound safety program. For the IRS to be effective, all workplace parties must work together to control hazards and prevent injuries and illnesses – everyone has a role to play.

Employer (RDA)	<ul style="list-style-type: none"> • Comply with the laws • Develop safety rules • Train workers • Manage hazards • Provide safe equipment • Take every precaution reasonable
Manager (team leader)	<ul style="list-style-type: none"> • Train workers • Manage hazards • Ensure equipment is used safely • Enforce safety rules • Take every precaution reasonable
Employee (Person paid to perform work or supply a service, including the manager. Also, unpaid students, learners or trainees)	<ul style="list-style-type: none"> • Report hazards, incidents and injuries to the manager • Follow safe work procedures and rules • Apply safety training • Use the safety equipment provided properly • Do not engage in horseplay • Do not disable any safety devices

Managers are held accountable to apply the company policies and procedures and every employee must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the employer.

The Handbook outlines the intent, responsibilities and arrangements for occupational health, safety and welfare for the staff of the RDA. In order to accomplish our policy and beliefs, RDA will take all reasonable, practicable steps to:

- provide a safe, sound, healthy and secure working environment as far as is reasonably practicable;
- ensure that the measures and procedures prescribed by the Code and the Regulations are carried out;
- ensure that all staff of the RDA complies with the Code and the Regulations;
- ensure that every reasonable precaution is taken in the circumstances for the protection of each employee;
- ensure that reasonable precaution is taken in the circumstances to protect the general public who comes into contact with the work site;

- ensure that the RDA is in compliance with all applicable standards and policies established by the Department of Labour and Workforce Development (DLWD) and other relevant agencies of Government;
- ensure that a copy of the occupational safety and health policy is posted in a conspicuous location in the workplace; and
- provide the requisite equipment, materials and protective devices and clothing for staff and ensure that they are adequate, maintained in good condition and used as prescribed.

6 Staff Roles and Responsibilities

All staff are required to:

- 6.1 Cooperate with management to enable them to perform the duties and responsibilities for ensuring compliance with all relevant Health and Safety legislation.
- 6.2 Report all incidents, accidents or dangerous occurrences to their manager, whether or not actual injury occurred, as well as all actual or suspected cases of occupational illnesses.
- 6.3 Report unsafe conditions, equipment or practices to their manager immediately.
- 6.4 Use all furnishings, equipment, tools, machinery, substances or articles in accordance with instructions, training or written procedures, and inform the manager of any inadequacies in the protective measures. Where appropriate, this will include the wearing of protective clothing, safety equipment or other apparatus provided.
- 6.5 Attend safety training courses as required and carry out assigned tasks and duties in accordance with instructions and written procedures, where applicable.
- 6.6 Familiarize themselves with the RDA's policy, procedures and guidelines, and be aware that these cover misconduct¹ in relation to Health and Safety.
- 6.7 Take reasonable care for their own Health and Safety and the safety of others who may be affected by their actions or omissions.
- 6.8 Not intentionally or recklessly interfere with or misuse anything that has been provided for the purpose of health, safety and welfare.

7 Employee Rights

- 7.1 **KNOW** about hazards in the workplace
 - Job related hazards

¹ See Human Resources Policy Document/Disciplinary Action Policy

- How these hazards can harm them
- How to control these hazards

7.2 **PARTICIPATE** in their health & safety

- Be part of the process of recognizing, assessing and controlling hazards
- Be a Health and Safety Representative or a member of a Joint Health and Safety Committee

7.3 **REFUSE** unsafe work

Every employee has the right to refuse unsafe work in order to protect themselves from hazards that may be present in the workplace. To initiate a work refusal, the employee must only have an honest belief that a hazard exists. The employee must report the hazard immediately to their manager. They are not required to prove that a situation or piece of equipment is hazardous.

Work refusals are a serious matter and should not be initiated for unnecessary reasons. An employee can refuse to work when they believe that:

- Any equipment, machine or device to be used or operated is likely to endanger him/herself or another employee;
- The physical condition of the work area is likely to endanger him/herself; or
- Any equipment, machine, device or work area is in contravention of the relevant Occupational Health and Safety legislation.

Employees who refuse to work due to a hazardous situation must not be subject to discriminatory actions as a result of their refusal. An employee may be temporarily assigned to complete other work while the work refusal is being investigated.

A worker cannot be threatened or punished for following the laws. For example: reporting a hazard, refusing unsafe work or for cooperating with external agencies (i.e. DLWD) during inspections or investigations.

8 **General Housekeeping**

Poor housekeeping is a common cause of accidents especially slips, trips and falls and fires in the workplace. In order to ensure that satisfactory standards of housekeeping are achieved the following arrangements are to be adhered to by all employees:

- 8.1 Check that the workplace is free from hazards at the beginning and end of each day;
- 8.2 Always put office equipment away immediately after use;
- 8.3 Clear up any spillages or spills etc. immediately as per local procedures;
- 8.4 Report to the designated building manager any loose carpet or any damaged floor coverings;
- 8.5 Do not allow objects to protrude into walkways;
- 8.6 Ensure that waste materials are properly stored and are removed on a regular basis;
- 8.7 Ensure that special arrangements are made for the removal of unusual or extra-large items;
- 8.8 Do not store office equipment anywhere other than in designated areas;
- 8.9 Ensure that your work area is kept tidy at all times;
- 8.10 Trailing leads will be avoided wherever possible or otherwise ramped or protected to avoid potential tripping hazards;
- 8.11 The bottom drawers of filing cabinets should be filled first and, in the absence of safety devices to prevent it toppling, only one drawer at a time should be opened to avoid the risk of toppling;
- 8.12 Defects such as broken chairs, faulty drawers, trailing cables etc. should be reported immediately to your line manager;
- 8.13 Chairs - routinely inspect chairs for condition, do not use chairs for climbing – a stepping stool or step ladder only should be used.

9 Employee Accountabilities

Everyone must understand and abide by their health and safety roles and responsibilities as outlined in this health and safety handbook. Employees who flagrantly or willingly disregard the established policies, procedures or standards will be subject to the appropriate disciplinary measures.

It is not possible to list all the forms of behaviors that are considered unacceptable in the workplace. Disciplinary measures with an employee may be pursued for several reasons including, but not limited to:

- illegal activities
- excessive absence from work or any absence without notice
- substandard work
- theft
- dishonesty
- Impairment? Use of alcohol or drugs at work

- harassment
- endangering safety of self or others
- unauthorized or misuse of employer owned equipment, including computers
- violation of Human Resource policies
- serious damage or risk to RDA or partners

10 Health & Safety Representative

The Health and Safety Representative (HSR) supports the Internal Responsibility System (IRS) by helping to identify hazards and making recommendations to the employer.

10.1 Health and Safety Representative Selection Process:

All employees are eligible to become a Health and Safety Representative however, certain procedures must be followed when electing a representative.

The employee who is elected by their peers must not exercise managerial functions.

10.2 Duties and functions of the Health and Safety Representative include:

- Inspect the workplace monthly and assist with identifying workplace hazards
- Make recommendations for health and safety improvements
- Attend work refusals
- Choose to inspect the scene of a critical injury

11 General Emergency Information

RDA has developed an Emergency Preparedness programme² so that we are ready for an unexpected disaster, whether it's a natural or man-made one.

Our first priority will always be life safety which includes plans for evacuation, sheltering from severe weather, etc.

Employees must attend training, become familiar with the Emergency Plan, and actively participate in emergency drills, treating them as if they are real.

11.1 Evacuation Emergencies

POLICE - FIRE - AMBULANCE

CALL 9-9-9

² See *Disaster Response Plan*

If you hear the alarm or discover an emergency such as a fire, explosion, gas leak, chemical spill, or a violent situation:

- Remain calm
- Leave the area immediately and notify everyone in the area of the emergency
- If it is safe to do so, make sure the area is clear of people
- Close the doors
- Pull the alarm (if available)
- Leave the building via the nearest exit, do not use an elevator
- Assist anyone who requires assistance, if possible
- Go to the designated assembly area: Furthest parking lot
- If you discovered the emergency, call Emergency Services (911) from a safe location
- Fire extinguishers are located throughout the facility and are available to help you evacuate should it be necessary. You are not responsible for extinguishing the fire – focus on your safety!

11.2 Shelter in Place Emergencies

If you need to seek shelter inside (i.e earthquake), seek a location away from window and doors, ideally in a smaller room (not a wide-open area).

12 First Aid

All employees should know the location of the first aid kits and who the first aid responders are.

12.1 A First Aid Kit is located on top of the refrigerator.

- If you are injured, seek first aid/responder
- Inform the employer or supervisor of any injury or the onset of a work-related condition
- Cooperate in health care treatment
- Cooperate in the early and safe return to work programme

12.2 If the injury occurred off property but is considered work-related, the employee must notify their supervisor/employer promptly.

12.3 If you become injured or ill, and it is serious enough that you should be transported to a hospital or medical centre, an ambulance will be summoned.

- 12.4 If you are injured or become ill, but do not require immediate medical attention, you will be offered transportation via taxi to your desired destination (home or family doctor's office).
- 12.5 If you refuse assistance or transportation, you must make this clear, both to the manager present, and on the Incident Reporting Form.

13 Injury & Illness Reporting

All incidents of workplace injury, illness, disease, violence or harassment are to be reported to a manager. Follow these steps if you suffer a work-related injury or illness:

- Obtain first aid promptly
- Notify your manager
- An Incident Report must be completed.
- Notify your employer of the possible onset of a work-related disease or condition
- Participate in the investigation, as required

14 Return to Work (Work Reintegration)

RDA believes all of our employees are valuable, skilled, and productive contributors to our success. We are committed to developing and maintaining a healthy and safe work environment through an active health and safety programme. We encourage our employees to apply this philosophy at home as well.

- 14.1 If you experience a work-related injury or illness, every effort will be made to keep you on the job or to return you to your employment as soon as possible. This will be done through the use of a fair and consistent approach to an early and safe return to work.
- 14.2 Accommodations may be required to assist in the reintegration to the workplace and your functional capabilities will be the primary consideration in determining the suitability of the work provided. Whether you need a period of time to ease back into a full work schedule at your regular job, a modified job, or alternative duties, the goal is to place you in a suitable position.

14.3 Our Return to Work Programme requires a spirit of cooperation and respect for the abilities of the injured or ill employee rather than a preoccupation with their disabilities. We ask that all of our employees help make our programme one that will be a benefit to everyone.

14.4 Employee Responsibilities:

- Get medical treatment immediately after a work-related injury or illness and follow the recommendations of your health-care professional.
- Report your injury or illness to your supervisor/employer as soon as possible.
- Get in touch with your supervisor/employer immediately after your first health-care treatment to begin talking about your return to work.
- Stay in regular contact with your supervisor/employer throughout your recovery and provide information on your progress.
- Work with your supervisor/employer to identify suitable work opportunities.

15 Reporting Hazards

It is the duty of all employees to report hazards to their Supervisor immediately. Upon discovery of a hazard, the following steps should be followed:

15.1 Report safety hazard/concern immediately to your supervisor, such as:

- Missing or defective equipment or protective device that might be dangerous
- Improper use or operation of any equipment or removal of any protective device
- Known violations that might endanger the employee or another employee
- Slippery floors due to spills, leaks and/or poor housekeeping
- Excessive exposure to High noise levels, toxic dusts, vapours, fumes or gases
- Working in an awkward posture with high forces for long durations
- Bullying, threats of violence or harassment

15.2 Complete the Hazard Reporting Form (See Appendix 1)

All reported hazards will be reviewed in a timely, efficient and effective manner. The employer will ultimately determine what the appropriate action and controls should be.

16 Workplace Inspections

Workplace inspections are the primary mechanism for recognition, assessment, and control of hazards in the workplace. Supervisors have a responsibility to identify and control hazards, as part of their regular duties. Employees also have a duty to report hazards to their supervisor. By working together, we can manage workplace hazards and support a healthy and safe work environment.

- 16.1 RDA Health and Safety Representative conducts a monthly workplace inspection and submits their findings to the Head of Human Resources.
- 16.2 Cooperate with any inspections and let the inspector know of any hazards of which you are aware.

17 Workplace Hazards

17.1 Musculoskeletal Disorders

Musculoskeletal Disorders (MSDs) are injuries of the muscles, nerves, tendons, ligaments, joints, cartilage, spinal discs, blood vessels or related soft tissue including a sprain, strain and inflammation. Examples of MSDs include:

- Carpal tunnel syndrome
- Tendinitis
- Herniated spinal disc
- Low back pain

The most commonly injured body part is the low back. It is also one of the most painful and costly injuries. MSD hazards occur when the job, or the way it is done, does not fit the worker's physical capabilities, and the worker uses their body to adjust to difficult or awkward situations. Work which requires high forces, awkward posture and high repetition are high risk. Psychosocial workplace stressors have also been found to be associated with MSDs in the workplace. These include high job demands, low social support, and overall job strain.

Employee Responsibilities:

- Use the equipment provided in the correct manner
- Follow proper safe operating procedures, work practices and lifting techniques
- Try to eliminate the need for lifting and carrying by using, carts, conveyors and pallet jacks

- Lifting from the floor has been shown to be high risk for back injuries- “store-it-off-the-floor” and above knee height if possible
- Adjust your work station to your body proportions
- Report hazards, defective equipment, stressors and/or MSD symptoms to your manager/supervisor

17.2 Noise

Noise-induced hearing loss is very common. It is permanent and irreversible. Usually, it is caused by long-term exposure to excessive noise from machines and equipment such as compressed air, drills, and tractors. Hearing loss can also be caused by a single exposure to impulse noise such as an explosion.

17.3 Motor Vehicle Collisions ³

Motor vehicle incidents can cause serious injuries to both drivers and pedestrians, on the road, on the farm, in warehouses and factories.

Due to the nature of our services, employees may be required to drive on highways/secondary roads in varying weather conditions.

While operating vehicles on business all drivers must:

- Be properly licensed and insured
- Practice defensive driving techniques
- Follow the highway traffic regulations
- Never use hand-held devices while driving
- Maintain their vehicle in good working order
- Drive in a responsible manner at all times
- Never drive while impaired

17.4 Slips, Trips and Falls

Workers are injured each year by falls. The majority of the falls are on the same level, namely, slips and trips. But if a fall from a height does occur it is usually severe.

Every employee must be proactive in maintaining a clean workplace to help prevent slips, trips and falls. Common causes of slips and falls include: debris, spills, loose tiles, wet or unclean floors, obstructions that interfere with the traffic flow, people running or engaging in horseplay.

³ See *Vehicle Policy and Agreement*

- Keep work areas clean at all times.
- Keep the floor free of garbage, scrap, debris and other trash
- Clean up spills immediately or prevent access to the area to ensure no one encounters the spill accidentally.
- Use warning cones or signs if the floor is wet.
- Keep walkways and floors free of boxes, extension cords and litter.
- Keep exits free from obstruction.
- Do not use improvised devices to work at heights - use the right equipment for the work
- If you must use a ladder:
 - Get the appropriate training
 - Inspect before use
 - Place on firm footing, at correct angle
 - Use 3-point contact
 - Do not reach too far, keep your belt buckle between the ladder rails
 - Follow manufacturer's instructions

PREVENTING FALLS*



SLIPS and TRIPS

from

That's approximately **28,353** slips and trips annually

ONE STEP AT A TIME

About **12%** of all accepted injury claims are from a slip or trip.

To **PREVENT** falls:

- USE appropriate, non-slip flooring material
- PROVIDE adequate lighting

PRACTICE good housekeeping:

-  CLEAN up all spills and debris immediately
-  MARK or IDENTIFY spills and wet areas
-  KEEP walkways clear of clutter and other obstacles
-  CLOSE file cabinets and storage drawers immediately
-  COVER or TAPE down cords or cables

SELECT and WEAR proper footwear:

-  MATCH your footwear to all the hazards of your job
-  KEEP shoes in good repair, clean and free from contaminants

Statistical source: Association of Workers' Compensation Boards of Canada, Injury Statistics Across Canada, 2015

5 WAYS to REDUCE the RISK of Slipping Tripping

 SLOW down and pay attention to where you are going	 KEEP walking areas clear from clutter or obstructions
 PLACE each foot firmly and flat on the floor	 KEEP flooring in good condition
 ADJUST your stride to be suitable for the walking surface and the task	 USE installed light sources that provide sufficient light for your tasks
 WALK with your feet pointed slightly outward	 USE a flashlight if you enter a dark room
 MAKE wide turns at corners	 DO NOT LET objects you are carrying or pushing block your view

Common CAUSES

Slips



- Slippery materials (water, ice, snow, oils, powders, granular solids)
- Slippery surfaces (polished tile or stone, smooth painted concrete or metal)
- Inappropriate footwear for the surface

Trips



- Uneven walking surfaces
- Unexpected or unseen steps, platforms or thresholds
- Wrinkled carpeting, or loose rugs or mats
- Obstructions such as an open bottom file cabinet drawer
- Exposed or loose cables, wires or cords
- Clutter on the floor or stairs

Employers should make sure the health and safety program includes slips and trips prevention:



SAFETY CATCH
TRAINING & CONSULTING PVT. LTD.

17.5 Psychosocial Hazards

Psychosocial Hazards include elements of the work environment, management practices and workplace culture that increase the risk of mental health problems.

Mental harm can be caused by traumatic incidents; harassment, bullying and violence incidents and/or negligent and reckless management practices connected to how work is organized, and people are managed.

We promote a respectful workplace and strive to reduce the risk of psychosocial hazards and mental harms. It is our mutual responsibility to ensure we create and maintain a harassment and violence-free workplace and address violence and/or the threat of violence from all possible sources.

- Foster a work environment that is based on respect and free of harassment
- Report to Human Resources the existence of any workplace violence, harassment, or threat of workplace violence.

18 Personal Protective Equipment

Personal protective equipment (PPE) is the last line of defence to protect employees. The best way to manage hazards in the workplace is to find ways to eliminate them. Sometimes the use of personal protective equipment becomes the only option to protect workers from those hazards and to prevent injury or illness.

It is the responsibility of employees to use the PPE as prescribed by the health and safety programme.

Please speak to your supervisor about the specific PPE requirements of your position.

18.1 Safety Footwear - Safety boots or shoes should be worn in all areas of the workplace/site where foot injury\ from falling objects or stepping on sharp objects can occur.



18.2 Safety Eyewear – Employees engaged in a work activity that has the potential to damage the eyes must wear safety glasses, goggles, and/or face shield to prevent injury



18.3 Hearing Protection – All employees that work in a noisy environment with sound levels at or above 85 decibels are required to wear hearing protection. Hearing protection is optional unless posted otherwise. As a general rule, if you cannot carry on a normal level conversation with the person standing beside you, hearing protection should be worn.



18.4 Hard hats must be worn where there is a risk of head injury. Hard hats need to be fitted – they should not be too loose or too tight as that can hinder their effectiveness. Inspect your hard hat daily for cracks, dents, cuts, gouges, and signs of wear.



18.5 PPE Replacement

- Maintain your PPE: Clean it and store it properly
- Inform your manager/supervisor when PPE supplies are low.
- If PPE becomes damaged or ineffective, bring it to the manager/supervisor's attention and immediately remove it from use.

19 Workplace Harassment & Violence Defined

The Occupational Health and Safety Administration (OHSA) defines workplace harassment as:

Engaging in a course of vexatious comment or conduct against a worker in a workplace – behaviour that is known or ought reasonably to be known to be unwelcome

Or

The OHSA defines workplace sexual harassment as:

Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome

or

Making sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome

19.1 Workplace harassment can include:

- Making remarks, jokes or innuendos that demean, ridicule, intimidate or offend
- Displaying or circulating offensive pictures or materials in print or electronic form
- Bullying or aggressive behaviour
- Repeated offensive or intimidating phone calls or emails

- Inappropriate staring, sexual touching, advances, suggestions or requests
- Isolating or making fun of an employee because of gender identity
- A person in authority making unwanted sexual advances to a subordinate or vice versa

19.2 Workplace harassment is **not**:

- Reasonable action that is part of the normal work function, even if the consequences are unpleasant for the employee. Examples include changes in work assignments, scheduling, job assessment and evaluation, workplace inspections, implementation of dress codes and disciplinary action.
- Differences of opinion or minor disagreements between coworkers.
- Any behaviour that meets the definition of workplace violence.

If you are a victim of workplace harassment, report it immediately to your supervisor or the Head of Human Resources. If your supervisor is involved in the incident, report it to the Head of Human Resources.

19.3 Domestic Violence

- Domestic violence is considered to be any form of abuse, mistreatment or neglect that a person experiences from a family member, or from someone with whom they have an intimate relationship.
- Domestic violence is considered workplace violence when the abuse happens in the workplace.
- Any employee who is, or has knowledge of another employee, experiencing violence outside of the workplace that may create a risk of danger to themselves or others in the workplace is encouraged to report such violence to their supervisor or employer so that necessary preventative precautions may be taken to protect all employees.

19.4 General Information⁴

Incidents of harassment or violence can be reported verbally or in writing. Once aware of the incident, management is required to conduct an investigation that is appropriate in the circumstances.

You can initiate a work refusal if you believe you are endangered by workplace violence. However, work cannot be refused on the grounds of workplace harassment.

All employees who are victims of workplace violence or harassment have the option of pursuing recourse through other avenues including the filing of a criminal report.

⁴ Human Resources Policy Document/Harassment Policy

20 Health and Safety Resources

20.1 Virgin Islands Labour Code 2010

20.2 RDA Human Resource Policy Document

20.3 RDA Disaster Response Plan

20.4 Domestic Violence Act 2011

20.5 British Virgin Islands Criminal Code 1997

21 Employee Handbook Sign-Off

I acknowledge receipt of the **RDA** Occupational Health & Safety Employee Handbook on:

_____ (Day) _____ (Month), _____ (Year)

I have reviewed the Handbook in its entirety and understand my responsibilities as an employee for managing health and safety in the workplace. When necessary, I have asked my manager for clarification of my roles and responsibilities.

I acknowledge that workplace health and safety is a shared responsibility between employer and employees and agree to adhere to all **RDA** policies, procedures and safe work practices.

Employee Name (Print)	Position
Employee Signature	Date
Manager/Supervisor Name	Date
Manager/Supervisor Signature	

***Signed copy to be kept in employee e-file.**

HAZARD REPORTING FORM

Use this form in your workplace to report health and safety hazards and incidents.

Hazard/Incident: Brief description of hazard/incident: (Describe the task, equipment, tools and people involved. Use sketches, if necessary. Include any action taken to ensure the safety of those who may be affected.)

Where is the hazard located in the workplace?

When was the hazard identified? Date: ____/____/____ Time: _____ am/pm

Recommended action to fix hazard/incident: (List any suggestions you may have for reducing or eliminating the problem)

Date submitted to HSR: Date: ____/____/____ Time: _____ am/pm

Date submitted to HHR: Date: ____/____/____ Time: _____ am/pm

Action taken

Has the hazard/incident been acknowledged by management? Yes / No

Describe what has been done to resolve the hazard/incident:

Do you consider the hazard/incident fixed? Yes / No

Name (Print): _____ Position: _____

Signature: _____ Date: ____/____/____