

**Preamble**      The Royal Ontario Museum (ROM) is committed to providing a safe and healthy work environment for its *employees* and *volunteers, visitors to the workplace, and contractors and consultants* when they are working on Museum premises.

**Policy**            ROM will comply with all applicable measures and procedures prescribed by the Province of Ontario’s *Occupational Health and Safety Act* (hereinafter referred to as the “*OH&S Act*”) and its regulations, and other applicable legislation concerning health and safety. Compliance includes

- Establishing and maintaining programs to identify and appropriately control workplace hazards.
- Providing a Joint Health and Safety Committee to help identify workplace hazards and address workplace health and safety issues.
- Providing tools and equipment that are in good condition and are appropriate for the task.
- Providing suitable training and supervision to employees with respect to workplace health and safety.
- Ensuring that *competent individuals* fulfill the roles of *supervisors*.
- Reviewing ROM’s Health & Safety Policy on an annual basis.

ROM will take every precaution reasonable in the circumstances for the protection of employees, volunteers, and visitors to the workplace, as well as contractors and consultants hired directly by ROM and working on the Museum premises.

All supervisors will ensure that safe and healthy work conditions are maintained in his/her assigned work area(s).

All employees will perform their jobs safety in accordance with OH&S legislation and ROM health and safety policy, practices, and procedures.

Under the Province of Ontario’s *OH&S Act* and its regulations, all ROM employees have the responsibility for ensuring health and safety in the workplace and must fulfill their responsibility for the provision of a safe environment in which they work.

Volunteers will be included in health and safety training programs, as appropriate, and they will be given the same consideration as employees when it comes to providing a safe work environment. The Department of Museum Volunteers will have representation on the Joint Health and Safety Committee.

Management will provide regular updates on health and safety activities to the Human Resources and Compensation Committee of the Board.

**Explanation of Terms**

- competent individual:* as defined in the *OH&S Act*, a person who
1. is qualified because of knowledge, training, and experience to organize the work and its performance,
  2. is familiar with the *OH&S Act* and the regulations that apply to the work, and
  3. has knowledge of any potential or actual danger to health or safety in the workplace.

*contractor, consultant:* both terms refer to an individual and/or organization providing a service to the ROM for a fee.

*employee:* an individual who fills a position approved by the Director & CEO and who receives monetary compensation. ROM employees include senior management, supervisory and exempt staff, unionized employees, and individuals employed by ROM for a limited duration. *Refer to the definition of “worker” below, as per the OH&S Act.*

*supervisor:* as defined in the *OH&S Act*, a person who has charge or a workplace or authority over a worker.

*visitors:* for the purposes of this policy, any individual visiting the Museum premises on a business-related activity or any individual visiting the public spaces of the Museum.

*volunteer:* a term that applies to all individuals who provide their time and service to an activity that supports the objectives of ROM and is authorized and sponsored by ROM, and for which they are not paid by ROM. Volunteers include, but are not limited to, members of the Department of Museum Volunteers, trustees, research associates, departmental associates, field associates, curators emeritus, post-secondary or graduate students working in a curatorial department or in the field, and secondary-school students working on a cooperative-education term on Museum premises or volunteering in the Hands-on Discovery galleries.

*worker:* defined in the *OH&S Act* as any of the following:

- A person who performs work or supplies services for monetary compensation.
- A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
- A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.
- Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.

*workplace:* defined in the *OH&S Act* as any land, premises, location, or thing at, upon, in or near which a worker works.

The workplace is not restricted to the offices and work areas of ROM but also includes any location on the premises, i.e. washrooms or cafeteria, and any other location where ROM related activities are being conducted, i.e. work-related conferences, field trips, training sessions, and work-related social functions.

<b>Date</b>	June 21, 2001
<b>Amended</b>	August 29, 2002
	June 9, 2005
	June 18, 2009 (reviewed with administrative changes)
	Dec. 18, 2012 (no changes)
	Dec. 17, 2013 (no changes)
	Feb. 12, 2015 (reviewed with administrative changes)
	June 23, 2016 (no changes)
	June 25, 2018 (reviewed with administrative changes)

---

November 30, 2020 (reviewed with administrative changes)  
December 8, 2020 (reviewed with administrative changes)  
Mach 22, 2022 (reviewed with administrative changes)

---

## Approval



---

Chair of the ROM Board of Trustees



---

ROM Director & CEO

- 
- Board:** The Executive Committee will periodically review management's adherence to the policy.
- Management:** The Director & CEO, the Deputy Director Operations & Chief Operating Officer, and the Chief Human Resources Officer will ensure that the Board and its relevant Committee have all the relevant information for determining adherence.
- Policy Review**
- Method:** Internal Report
- Responsibility:** Executive Committee
- Minimum Frequency:** Annually

## REFERENCES

*Occupational Health and Safety Act*, R.S.O. 1990, c 0.1. (2021, December 2). Retrieved February 10, 2022, from <https://www.ontario.ca/laws/statute/90o01>