



Policies and Regulations

PO-009

**Policy on the Prevention of Infectious Diseases in the
Workplace**

April 2020

Preamble and Scope

SIRIUSMEDx is committed to the safety and health of its employees. It is in this sense that it wishes to implement a policy on the prevention of infectious diseases in the workplace.

This policy applies to all SIRIUSMEDx members. The responsibility for this policy is entrusted jointly by the Chief Administrative Officer and the Director of Clinical Services.

Objectives

The purpose of this policy is to announce the organization's commitment to take reasonable steps to ensure the health of employees and to reduce the impact of a pandemic on the organization.

In the event of a pandemic, the organization will quickly put in place mitigation measures. The employer therefore undertakes to put in place the measures indicated by the various federal, provincial and municipal government authorities or any other measures specific to the workplace.

Management also undertakes to communicate as effectively as possible, to all persons covered by this policy, all instructions that may contribute to the prevention and mitigation of the transmission of infectious diseases.

Legal and regulatory framework

- ✓ Charter of Human Rights and Freedoms, *R.L.R.Q. chapter C-12*

Art. 46 Every person who works has a right, in accordance with the law, to fair and reasonable conditions of employment which have proper regard for his health, safety and physical well-being.

- ✓ Civil Code of Quebec, *R.L.R.Q. chapter CCQ-1991*

Art. 2087 The employer is bound not only to allow the performance of the work agreed upon and to pay the remuneration fixed, but also to take any measures consistent with the nature of the work to protect the health, safety and dignity of the employee.

- ✓ Act respecting Occupational Health and Safety, *R.L.R.Q. chapter S-2.1*

Art. 3 The fact that collective or individual means of protection or safety equipment are put at the disposal of workers where necessary to meet their special needs must in no way reduce the effort expended to eliminate, at the source, dangers to the health, safety and physical well-being of workers.

Art. 49.1 A worker must not perform his work if his condition represents a risk to his health, safety or physical well-being or that of other persons at or near the workplace by reason, in particular, of his being impaired by alcohol, drugs, including cannabis, or any similar substance.

Art. 51 Every employer must take the necessary measures to protect the health and ensure the safety and physical well-being of his worker. [...]

Art. 51.1 A person who, although not an employer, retains the services of a worker for the purposes of his establishment must fulfill the obligations imposed on an employer by this Act.

Corporate Responsibilities

- ❖ To provide a safe working environment for all employees, instructors and collaborators by reducing risks as much as possible;
- ❖ Provide the appropriate personal protective equipment according to the identified risks;
- ❖ Ensure the application of this policy;
- ❖ Ensure that employees, instructors and collaborators have read and understand this policy;
- ❖ Collaborate with government representatives in the application of various laws and regulations;
- ❖ Encourage the mobilization of all the company's stakeholders in a risk prevention approach.

Responsibility of the employee or instructor

- ✓ Become familiar with and understand the various programs and this policy;
- ✓ Take the necessary measures to ensure his or her health, safety and physical/psychological integrity and that of others;
- ✓ Adopt safe behaviours;
- ✓ Dress or wear the required personal protective equipment or refrain from performing tasks or gaining access to areas where the wearing of equipment is necessary;
- ✓ Participate in the identification and elimination of risks of occupational accidents and diseases. Employees and instructors may use the methods provided by the employer to identify, control and eliminate risks that may affect the health and safety of persons;
- ✓ Report to the responsible manager any emergency or hazardous situation that has caused or is likely to cause an accident, incident or occupational disease and cooperate in finding solutions;
- ✓ Collaborate in the investigation and analysis of an accident, incident or occupational disease;

- ✓ Completing, when the situation requires it, an incident report, accident report or any other related form before leaving the scene of the event;
- ✓ Cooperate in good faith in any investigation required by law;
- ✓ Submit to the health examinations required for the application of the Occupational Health and Safety Act at the request of the employer.

Preventive Measures

The organization is committed to maintaining and even increasing the number of measures to reduce the risk of the spread of infectious diseases, particularly in critical times. In addition to posting signs in strategic locations, all employees or instructors covered by this policy will be informed by their immediate supervisor of the prevention measures, which must be respected. The following are some of the hygiene measures applied by the employer:

- All washbasins and sinks are equipped with soap and paper towels. Supplies will be provided at the beginning of each day;
- Hand washing is required before entering the work areas and the cafeteria;
- Special attention will be given to shared workstations;
- Relevant protective equipment will be distributed by managers;
- Employees who report to work with symptoms of infectious disease may be returned home.