



**Department of Justice and Public Safety**  
**Adult Custody Services**

Policy: **Occupational Health and Safety A7**  
Effective: March 2001  
Revised: November 2022

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**MISSION STATEMENT**

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Adult Custody Services is committed to providing professional practices that respect human rights and ensure safety for all. To be successful we will deliver fair practices, incorporate transparent policies and procedures, ensure independent quality assurance processes, and provide program access that allows for educational, cultural, traditional, and faith-based services as well as mental wellness and community re-entry assistance.

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**PURPOSE**

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To ensure that all staff are familiar with the provisions of the Occupational Health and Safety Act

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**LEGISLATIVE AUTHORITY**

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[Occupational Health and Safety Act - Work Safe](#)

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**SCOPE**

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This policy applies to all employees of the Adult Custody Services division of the Department of Justice and Public Safety.

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**POLICY GUIDELINES**

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All employees of an Adult Custody Center are to as much as possible take steps to ensure the safety of clients in accordance to the Health and Safety Act and Suicidal Prevention Policies.

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**PROCEDURE**

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**Committee**

All facilities with twenty or more employees shall ensure the establishment of a local joint health and safety committee.

**Representation**

Membership shall be made of equal representation from both the employer and employees.



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**Terms of reference**

The terms of reference of this committee are to:

- promote positive health and safety practices and create an awareness of accident prevention.
- review fire and accident prevention procedures and make recommendations.
- conduct regular correctional institutional inspections as part of the suicidal prevention policy and make recommendations.
- investigate accidents of any description occurring on institutional property.
- promote employee and employer compliance; and
- refer any issues related to health and safety which cannot be adequately resolved at a local level, to the Regional Health and Safety Committee

**Frequency of meetings**

Local meetings shall be held monthly or more frequently as required

**Minutes**

Minutes shall be maintained on all local meetings and copies will be:

- posted on the staff bulletin board.
- distributed to each committee member.
- forwarded to the Manager of Adult Custody Operations and
- a representative of the Regional Health and Safety Committee.

**Regional health and Safety representatives**

Superintendent will ensure to post

- the regional committee member names; and
- copies of the Regional Committee minutes

**Equipment safeguards**

All machinery and equipment shall have approved safeguards and all safety practices are being observed during its use.

**Protective clothing and equipment**

Appropriate safety clothing and equipment are to be utilized as directed in the health and safety procedures.

**Poisonous substances**

Approved respirators are to be worn when using any poisonous substance.



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**Suicide prevention**

Health and Safety committee members are to be cognizant of suicidal ideation/or risk during inspections of institutions and take steps to ensure all hazardous materials are removed and safety precautions taken

**Record keeping**

Records are to be maintained on all poisonous materials.

- entering facilities
- place of purchase.
- unit cost.
- to whom and what function supplies are issued.

**Training**

Individuals authorized to control poisonous materials are required to attend WHMIS training.  
Local policy will be developed

**Local Policy**

Local policy will be developed outlining the procedures involving poisonous materials

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**RELATED POLICY**

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G-28 Suicide/Suicide Prevention  
Adult Institutional Policy Manual N.B.  
HAZARDOUS WASTE MANAGEMENT: CANADIAN DIRECTIONS