

<b>West Neighbourhood House</b>	
Policy Title:	<b>Health and Safety Policy</b>
Approved by:	West Neighbourhood House Board of Directors
Approval date:	January 2005
Revision dates:	January 2007 / February 2011 / January 2012 / February 2013 / January 2014 / February 2015 / February 2016 / January 2017 / February 2018

### **Policy Statement**

West Neighbourhood House is committed to the health and safety of its employees, volunteers, participants and student placements.

### **Applicability**

- All Staff
- Program Participants, Clients, Members
- Volunteers
- Student Placements

### **General Principles and Procedures**

Management will take whatever action is necessary and reasonably practical to provide and maintain a safe and healthy work environment. Management will comply with all legislative requirements, and strive to eliminate those foreseeable hazards which may cause personal injuries or illness.

Supervisors have an obligation to ensure that employees work in a safe manner and with the protective devices, measures and procedures required by the *Occupational Health and Safety Act* and its regulations. Supervisors will ensure that employees follow appropriate safety procedures. Supervisors will immediately communicate to employees should they be aware of any potential or actual danger to their health and safety. In this circumstance, supervisors must take every precaution reasonable for the protection of employees, volunteers and participants.

Employees, including supervisors, have knowledge of their actual working conditions and have an obligation to report any safety hazards or possible contraventions of the *Occupational Health and Safety Act* and its regulations of which they are aware to their immediate supervisor, so that any safety hazards or contraventions can be remedied. In addition, employees, including supervisors, have an obligation to use or wear the equipment, protective devices or clothing that West Neighbourhood House requires to be used or worn.

A Health and Safety Committee has been established to promote an awareness of health and safety issues and to ensure that everything reasonably practical is done to establish an accident and injury free environment. This includes establishing and maintaining programs to identify and appropriately control workplace hazards; providing appropriate tools and equipment for employees; and providing suitable training to employees concerning workplace health and safety.

All employees of West Neighbourhood House must accept their responsibility concerning the provision of a safe environment. Everyone must be committed to the objective of reducing risk of injury and illness. Employees who fail to meet their obligations concerning health and safety or violate safety rules may face discipline, up to and including termination of employment.

Commitment to health and safety must form an essential part of this organization.

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Executive Director

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Date

## **Employee Health and Safety, Workplace Violence and Workplace Harassment Statement**

I, \_\_\_\_\_, have read and understand West  
(Please Print)

Neighbourhood House's Policies on Health and Safety, Workplace Violence, and Workplace Harassment.

I am aware that it is my responsibility to work in a safe manner and I am committed to comply with the Occupational Health and Safety Program at West Neighbourhood House.

I am also aware that I may contact the Human Resources Manager or any member of the West Neighbourhood House Health and Safety Committee at any time should I have any questions or concerns about these Policies or the Health and Safety Program.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date