

<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 / January 2019 / January 2020 / January 2021 / May 2022 / May 2023

## **Policy Statement**

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

The Health and Safety Policy sets out organizational expectations with regard to safety standards at work. It works in conjunction with other West Neighbourhood House policies that guide safety at work including, but not limited to, the following policies: [Psychological Safety](#), [Respectful Workplace](#), [Workplace Violence](#), [Workplace Harassment](#), and the [Mandatory Use of Mask or Face Shield Policy](#).

## **Applicability**

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

## **General Principles and Procedures**

Management will:

- take whatever action is necessary and reasonably practicable to provide and maintain a safe and healthy work environment.
- comply with all legislative requirements and provide all necessary training.
- strive to eliminate, to the extent reasonably practicable, those foreseeable hazards which may cause personal injuries or illness.
- promote practices that address physical and psychological well-being in the workplace.

Supervisors will:

- 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.
- ensure that employees follow appropriate safety procedures.
- immediately communicate to employees and Management when they become aware of any potential or actual hazards (physical and psychological) to health and safety, and they will take every reasonably practicable precaution to protect employees, volunteers, participants, and student placements.

All Employees (including supervisors) will:

- have knowledge of their actual working conditions and have an obligation to report any safety hazards (physical and psychological) 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.
- use or wear the equipment, protective devices or clothing that West Neighbourhood House requires to be used or worn.
- report any workplace injuries and/or illnesses to their immediate supervisor.

The Health and Safety Committee will:

- promote an awareness of health and safety issues and ensure that everything reasonably practicable is done to establish an accident and injury free environment.
- establish and maintain up-to-date programs to identify and appropriately control workplace hazards (physical and psychological).
- ensure that appropriate tools and equipment are made available for employees.
- ensure that suitable training is provided to employees concerning all aspects of workplace health and safety.

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



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Executive Director

May 25, 2023

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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, Psychological 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 Director 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.

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Employee Signature

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Date