



## Health and Safety Policy

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### Intent

The Canterbury Community Association (CCA) is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. We will make every effort to provide a safe, healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury. The CCA is ultimately responsible for worker health and safety, and will take every reasonable precaution possible for the protection of our employees.

We are committed to promoting a safe and healthy workplace for all employees, contractors, customers and visitors. In pursuit of our commitment, the CCA will develop, implement and enforce such policies and procedures that promote and provide a healthier, safer work environment. We understand the importance of safety to the well-being and productivity of our people, and strive to safeguard the workplace from injury and malfeasance through dereliction of duty towards safety.

The CCA will act in compliance with all applicable workplace health and safety legislation.

### Guidelines

#### Communication

The CCA encourages open communication on health and safety issues. It is essential to providing an injury-free and productive work environment.

- Employees that voice or identify a health and safety concern will not be subject to reprisals
- Health and safety comments will be reviewed by the Program Administrator. The Program Administrator will initiate an investigation on each reported and/or potential hazard.
- Employees are encouraged to inform their supervisor or the Program Administrator of any matter they perceive to be an actual or potential workplace hazard.
- Communication can be written or oral, and may be anonymous, if so desired.

#### Employee Responsibilities

##### Board Members (Employers)

- These company officials are responsible for supplying an effective strategy that can manage the occupational health and safety concerns of the CCA.
- They must ensure that resources are allocated and governed properly to achieve the health and safety requirements of employees, and that their policies comply with the CCA's legal obligations.
- Foster a workplace culture of safety, with appropriate leadership.
- Review the policies efficacy on an annual basis, and revise where necessary.
- Providing the Joint Health and Safety Committee with a copy of all orders or reports issued to the employer by a Ministry of Labour Inspector informing the committee of any work-related incidents involving injury, death or occupational illness.



# Canterbury Community Association

- Maintain an up-to-date working knowledge of health and safety regulations as mandated locally, federally, or by the province / state.
- Design and develop company policies and procedures on workplace safety and health issues.
- Review injury and illness trends, and identify problem areas and solutions.

## Program Administrator and Coordinators (Supervisors)

- Responsibilities include their assistance in developing, implementing, and enforcing policies and procedures.
- Develop Best Practices.
- Must continually promote health and safety awareness with instruction, information, training and supervision to ensure the safe performance of employees.
- Design and develop accident / incident reports and investigation procedures.
- Utilize the process incident investigation.
- Perform occupational health and safety inspections of the workplace to identify and control any and all hazards to employees.
- Held accountable for the health and safety of workers under their supervision.
- Ensure that employees receive adequate training in their specific work tasks to protect their health and safety.
- Conduct health and safety meetings.

## Employees

- Responsible for compliance with occupational health and safety policies and procedures.
- Must notify managers of any health and safety concerns, so that they may be dealt with promptly.
- Every employee must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the company.
- Use appropriate personal protective equipment as required.
- Report unsafe or potentially hazardous conditions, without fear of reprisal, to their Manager or Human Resources.

## All Staff Are Responsible for the Following

- Completion of required occupational health and safety training.
- Performance of their duties in a manner conducive to a safe workplace, following all safety practices and procedures.
- Reporting of any incident, injury or hazard as outlined in procedures.
- Report any acts of violence or harassment in the workplace.
- Promoting a hazard-free workplace.
- Learning the posted Emergency Plan detailing their facilities procedures pertaining to: Fire, Weather, or Medical Emergency.



# Canterbury Community Association

## Acknowledgment and Agreement

I, (Employee Name), acknowledge that I have read and understand the Health and Safety Policy of the Canterbury Community Association. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_