

SECTION V: HEALTH & SAFETY

SUB-SECTION: **GENERAL**

POLICY TITLE: **Health and Safety**

POLICY NUMBER: **V, 1.1**

INITIAL DATE OF BOARD APPROVAL OF POLICY: **June 16, 1999**

REVIEW/REVISION DATE(S): June 21, 2000; June 20, 2001; June 19, 2002; Feb. 18, 2004; June 21, 2006; June 20, 2007; Sept. 17, 2008; June 17, 2009; Oct. 27, 2010; Jan. 18, 2012; Jan. 16, 2013; Jan. 22, 2014; **Jan. 28, 2015**

Purpose:

To ensure a safe and healthy work environment for employees, students, volunteers and visitors.

Policy:

Aisling Discoveries Child and Family Centre is committed to providing a safe and healthy work environment for its employees, students, volunteers and visitors. In support of this commitment, the Centre has a comprehensive workplace health and safety program. The objective of this program is to achieve a healthy and safe workplace in order to prevent work-related illness or injury. For our workplace to achieve exemplary safety performance, everyone shall accept ownership and responsibility for health and safety. The Centre's management team shall be accountable to ensure that the workplace health and safety program is implemented in an effective, consistent and ongoing manner.

The objectives of the Health and Safety Program include the following:

- to ensure that all employees comply with the legislative requirements of the *Occupational Health and Safety Act & Regulations, Workplace Safety and Insurance Act* and other applicable Federal, Provincial and Municipal laws, by-laws and codes;
- to take every reasonable precaution for the protection of employees and others; to minimize accidents/incidents;
- to review the root cause of every accident/incident, determine whether an investigation is necessary and carry out follow-up action to prevent a recurrence;
- to ensure that all employees adhere to all requirements of the Centre's health and safety program;
- to ensure that each management staff takes responsibility to ensure that safe and healthy work conditions are maintained and that unsafe conditions that he or she identifies or that are brought to his or her attention, are corrected in a timely manner, or where applicable, that preventative measures are implemented;
- to ensure that all employees possess a clear understanding of their responsibilities with respect to workplace health and safety;

- to provide information to each staff member so that he or she has the knowledge and skill to do his or her work safely and efficiently;
- to develop effective means of communication among all employees at the Centre regarding health and safety matters;
- to conduct an annual review of the health and safety program and continuously improve the program;
- to maintain one or more Joint Health & Safety Committees as required by legislation; and
- to properly train members of the Joint Health & Safety Committee, including Certification requirements.