



Policies and Procedures Manual

Health and Safety

Purpose:

Caledon Community Services recognizes the fundamental importance of safeguarding its assets, both human and physical. In this regard, Caledon Community Services will discover, meet and constantly strive to exceed its statutory and business obligations in safeguarding the health and safety of its staff, volunteers, program/student placements and clients.

Policy Statement:

This policy outlines the manner in which the Agency will ensure that its health and safety objectives are achieved.

1) Occupational Health and Safety Committees:

There shall be one Agency Occupational Health and Safety Committee representing the interests of all employees, volunteers, and program and student placements (henceforth referred to as workers). Committee functions shall include:

- Recommending methods of establishing, maintaining and monitoring of programs, measures and procedures for protecting the health and safety of workers;
- Making recommendations for the improvement of the health and safety of workers;
- Identifying and reporting hazardous situations to the Chief Executive Officer (CEO);
- Keeping minutes of its proceedings and making them available to workers;
- Designating specific Committee members to inspect the physical condition of all workplaces once per month in accordance with a schedule established by the Committee;
- Designating specific Committee members to investigate incidents involving serious injury.

Committee membership shall comprise of at least one employee representative from the following Program areas:

- Employment and Development
- CCS Stores
- Health Services
- Transportation
- Community Resources
- Fundraising and Communications
- Finance and Infrastructure

Agency Responsibilities:

Caledon Community Services shall implement, sustain and monitor all measures necessary to ensure that its responsibilities in the following areas are met:

- All required safety equipment, materials and protective devices are provided and maintained in good condition and used as prescribed;
- All workers are given the necessary information, instruction and competent supervision to perform their work in a safe manner;
- Full support is given to the members of the Health and Safety Committee in the carrying out of their functions;
- Ensure that all workers are familiar with Agency health and safety policies, procedures and protocols;
- Review said policies, procedures and protocols annually and ensure that they are being fully implemented;

Worker Responsibilities:

All employees, volunteers and program/student placements are responsible for:

- Working in compliance with the regulations, rules, policies and procedures governing conduct in the workplace;
- Proper use of all safety equipment, protective devices and clothing;
- Promptly alerting their supervisor of any safety hazard, incident of violence or unacceptable conduct, contravention of regulation, policy or procedure that may present a risk to themselves or others;
- Fully supporting the Health and Safety Committee in the performance of its duties.

Procedures:

Each Manager (or Director where no Manager is in place) shall ensure that:

- The Agency's Health and Safety Policy is posted at all official work locations within their program area and has been communicated to all workers at each location;
- Safety procedures outlining the following information for each location within their program area is available to all workers;
 - Accident reporting
 - Accident investigation
 - Critical injury procedures
 - Incidents of workplace violence – reporting and resolution
 - WHMIS
 - Safety Orientation and Training process
 - Safety Inspections
 - First Aid
 - Equipment Lock out procedures
 - Emergency Response procedures
 - Monitoring and Reporting procedures
 - Working alone procedures
 - Any other information deemed advisable or necessary by the Agency or the Health and Safety Committee.

- They notify workers of any potential hazards which may exist in and around the workers' work location;

Conduct that is found to be inconsistent with the requirements of this policy shall be considered grounds for disciplinary action, up to and including dismissal from employment, volunteer placement or program/student placement.

References: Occupational Health and Safety Act
<http://www.labour.gov.on.ca/english/hs/>

Date Approved: July 2010

Revised: April 2016

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(To incorporate volunteers and program/student placements into the policy as well as paid employees)