## HEALTH AND SAFETY POLICY

[Organization Name] places the health, safety, and well-being of all workers and volunteers as its highest priority. We understand that as the employer, the organization holds the highest responsibility for the safety of the workplace, and will take all steps needed to provide a healthy and safe working environment. This policy is based on the regulations of *NewFoundland and Labrador’s Occupational Health and Safety Act.*

POLICY

As the employer, [Organization Name] will ensure that workers are protected from risks to their safety, health, and welfare arising from or related to workplace activities, and that all others, including visitors and contractors, are safe in the workplace.

Further, [Organization Name] will ensure:

* the promotion and maintenance of the physical, mental and social wellbeing of workers,
* the prevention of illness caused by working conditions,
* the protection of workers from factors promoting ill health,
* the placing and maintenance of workers in an environment adapted to their physiological and psychological condition,
* the promotion of workers’ rights, including:
  + The right to know about safety and health hazards in their workplaces,
  + The right to participate in safety and health activities,
  + The right to refuse dangerous work, and
  + The right to work without being subject to discriminatory action.

The internal responsibility system is the basis of occupational health and safety regulations.

The internal responsibility system (IRS) describes how everyone in the workplace is responsible, according to their authority and control, to ensure a healthy and safe workplace.

The purpose of the IRS is to address occupational health and safety hazards quickly and internally, and not rely on external enforcement to maintain health and safety standards. The IRS makes health and safety everyone’s job, not something that resides with a single worker, representative, the government, or a consultant.

A functioning internal responsibility system will:

* contribute to worksite safety culture
* establish responsibility sharing and accountabilities
* support increased self-reliance and improved compliance with applicable laws
* promote best practices
* help decrease workplace illnesses and injuries

Employer Duties

As the employer, [Organization Name] will ensure that the safety, health and welfare at work of all workers is ensured and will comply with the Act and its regulations.

Further, [Organization Name] will:

* provide and maintain a workplace, necessary equipment, systems and tools that are safe,
* provide to all workers the necessary information, instruction, training, supervision, and facilities to ensure the safety, health, and welfare of workers,
* ensure that all workers, including supervisors, know about any safety or health hazards which may be encountered by them in the workplace and that workers are familiar with the use of any personal protective equipment,
* ensure the safety of any visitors, contractors, or volunteers to the workplace,
* consult and cooperate with the worker safety and health representative so that they are aware of their duties under health and safety regulations,
* cooperate with any other parties as necessary under health and safety regulations,
* ensure that supervisors:
  + are competent (because of their knowledge, training or experience) and can ensure that work is performed in a safe manner, and
  + are familiar with safety legislation and how the regulations apply to the workplace, and
  + ensure that the employees and the prime contractor know the name of the supervisor for the workers (construction projects specifically).

Training

[Organization Name] will provide the necessary information, instruction, and training to a worker to ensure their health and safety in the workplace before the worker:

* begins a new task or duty in the workplace,
* performs a different work duty than the worker was originally trained to perform, or
* is moved to another area of the workplace or a different workplace that has different facilities, procedures, or hazards.

*Work Activities during Training*

Workers may perform their new duties while being trained if the worker is under the direction of a supervisor or another person who is fully trained and has sufficient experience in performing the work duty. This supervisor or other person must be able to ensure the safety and health of the training worker and any other workers in the workplace.

*Time Spent Training*

A worker is entitled to the same wages and benefits for any time spent in training that they would be entitled to in the course of their regular duties. Time spent training is considered to be work time.

Signature: Date:

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