## HEALTH AND SAFETY COMMITMENT

The protection of employees and volunteers from occupational injury and disease is at the forefront of everything we do at [Organization Name]. This policy will outline the shared and individual responsibilities of the various workplace parties in creating and maintaining a safe and healthy working environment.

POLICY

[Organization Name] is committed to the health and safety of all workers and volunteers and adhering to the requirements set out in Part II of the *Canada Labour Code*. All employees, supervisors, and managers must place health and safety as the top priority while taking part in daily work activities.

Workplace Responsibilities

The organization holds the most responsibility for the safety of the workforce. The organization will take all steps possible to provide a healthy and safe working environment. For example, employees will receive information, training, and competent supervision in their specific work tasks to protect their health and safety.

However, it is the responsibility of all supervisors, employees, and volunteers to work together to adhere to safety initiatives and objectives set forth to reduce the risk of injury or disease.

[Organization Name] Responsibilities

As an employer, [Organization Name] will ensure that employees and supervisors/managers have the necessary information, training, and supervision to perform their work safely so that they have:

* An understanding of overall work safety procedures
* Knowledge of the safe use of equipment
* Knowledge of known workplace hazards
  + All training sessions will include documentation where practicable

[Organization Name] will also ensure that the workplace committee understands their duty to:

* Maintain regular meetings (this applies to committees only)
* Conduct monthly inspections
* Participate in accident investigations and job hazard analyses

[Organization Name] will ensure that managers/supervisors understand their duties related to the complaint process, refusals to work, accident investigations, and reporting.

*Reporting*

* [Organization Name] will also respond to any recommendations within 30 days and will outline how an issue that has been reported will be resolved.
* [Organization Name] will report any serious injuries to the Labour Program within 24 hours.
* [Organization Name] will submit written investigation reports within 14 days of the accident or incident for any temporary or permanent disabling injuries.
* [Organization Name] will annually submit its Employers Annual Hazardous Occurrence Report and the Workplace Committee Report.

Supervisor/Manager Responsibilities

Supervisors/managers have a duty to make sure all workers under their supervision are working in safe conditions and that they adhere to safe working policies and procedures, at all times. This includes instituting the progressive discipline process for employees who are not working safely.

Supervisors/managers must respond to any workplace safety complaints as soon as they become aware of them, escalating them, as necessary.

Supervisors/managers also have a responsibility to act as agents of the employer and ensure that all employer responsibilities are being fulfilled when they are responsible for employees under their supervision.

Employee Responsibilities

Employees and volunteers have a duty to protect their own health and safety and that of others by complying with the law and the health and safety practices outlined by the organization. They should report any health and safety incidents or injuries to management immediately.

Employees need to ensure that they are always taking the necessary precautions to ensure they are working safely and in line with established safe work practices.

Employees also have three rights in the workplace:

1. The right to know about any hazards in the workplace
   1. This also includes the right to be provided with the information, instructions, training, and supervision necessary to protect their safety and health
2. The right to participate in any activities to ensure safety in the workplace
   1. This would include providing suggestions to the workplace committee, or participating as an employee representative if elected
3. The right to refuse dangerous work (full processes are found in the Right to Refuse Dangerous Work Policy)

Additionally, employees are required to:

* Use all safety materials, equipment, devices, and clothing necessary for protection
* Follow procedures relating to the health and safety of employees
* Abide by all instructions concerning the health and safety of employees
* Co-operate with any person completing a duty required by the Code
* Advise [Organization Name] of any thing or circumstance that is likely to be hazardous
* Report all work-related accidents, occupational diseases, or other hazardous occurrences
* Report any contraventions of Part II of the Code by any parties
* Comply with every oral or written direction given by officers
* Respond in writing to an officer’s direction or report when requested to do so

Signature: Date:

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