## HEALTH AND SAFETY PROGRAM (20+ Employees)

The safety of our workforce is our top priority at [Organization Name]. The purpose of this policy is to outline [Organization Name]’s health and safety program which is intended to prevent injuries and occupational diseases.

POLICY

[Organization Name] has implemented a health and safety program that is in full compliance with *Occupational Health and Safety Regulation* (section 3.3a) and WorkSafeBC. At [Organization Name], all workplace parties have roles and responsibilities to work together to keep each other safe and healthy. The following roles have been sourced from WorkSafeBC:

Employer Responsibilities

* Ensure the health and safety of employees at the workplace
* Establish occupational health and safety policies and procedures
* Provide direction to managers and supervisors about how to provide a safe and healthy workplace
* Consult with and cooperate with the JOHSC members
* Provide employees with the required instruction, information, training and supervision needed to protect their health and safety
* Provide protective equipment, devices and clothing and make sure they are use
* Make a copy of the Workers Compensation Act and the Occupational Health and Safety Regulation readily available to workers
* Identify hazards and eliminate or control them immediately
* Encourage workers to express concerns and provide suggestions about workplace hazards and health and safety

Supervisor Responsibilities

* Ensure the health and safety of all workers under their direct supervision
* Know and follow the requirements for supervision provided by WorkSafeBC
* Notify all workers under their supervision are made aware of all known or reasonably foreseeable health and safety hazards where they work
* Consult with and cooperate with the JOHSC members
* Make sure PPE is available and properly utilized and worn as required and/ or properly inspected and maintained
* Investigate unsafe conditions reported to them and make sure action is taken to correct issues immediately

Employee Responsibilities

* Learn and follow all safe work procedures
* Cooperate with the JOHSC, WorkSafeBC, or anyone else carrying out occupational health and safety duties
* Use protective equipment, devices and clothes provided
* Work safely! Do not engage in horseplay or work while impaired by alcohol, drugs or other causes

The following measures are in place at [Organization Name] to prevent injuries and occupational diseases.

Regular Inspections

[Organization Name] will conduct regular inspections of the premises and all machinery tools, equipment, and workplace on a regular basis to look for any hazards that might cause injury or disease. Some inspections, such as for equipment, may be done daily and employees who are required to carry out these inspections will be trained accordingly. The JOHSC will be involved in inspections, whenever possible.

If any unsafe or hazardous conditions are to be reported to management and dealt with promptly. Any significant issues or findings will be documented, and a copy will be provided to the JOHSC and the workers.

Management Meetings

Management will hold periodic meetings to review health and safety activities and incident trends. Items to be addressed will be policies and procedures, feedback about safety or how to address questions, going over reports such as recommendations from the JOHSC.

Investigations

Incident or workplace refusal investigations will be carried out according to the rules set forth by the Occupational Health and Safety Regulation.

Record Keeping

[Organization Name] will properly maintain records and statistics health and safety records such as:

* Reports of inspections and incident investigations
* Worker orientation records
* Record of training courses taken (WHMIS etc.) or safety meetings held in the workplace
* JOHSC meeting minutes and actions
* First Aid certifications and records
* Supervisor notes or records of safety related disciplinary actions