## HEALTH AND SAFETY PROGRAM (0-19 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 3.2a) and WorkSafeBC.

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

Health and Safety Meetings

At least once per month, the employer or a designate will call a meeting of the workers who are present at that moment, so these workers can discuss health and safety matters.

[Organization Name] will make sure that the topic of these meetings stays focused on the topic of correcting unsafe conditions and practices within the workplace, and on the importance of all members of staff working together to maintain health and safety at work.

The organization will delegate someone to record what was discussed at the meeting. The records will contain information about:

* When the meetings took place (date and time),
* Who was in attendance,
* The general nature of what was discussed,
* Any specific concerns raised by persons attending.

Records of each meeting will be kept so they are available in the event a WorkSafeBC prevention officer would like to inspect them.