## HEALTH AND SAFETY POLICY

[Organization Name] places the health, safety and well-being of all workers and volunteers as its highest priority. We understand 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.

[Organization Name] adheres to the requirements set out in the *Occupational Health and Safety Regulations*, at minimum. This includes promoting health, safety, and well-being awareness; providing information, training, and competent supervision to employees about specific work tasks; ensuring employee participation in H&S initiatives; and monitoring safety hazards on an ongoing basis.

However, managers, supervisors, employees, and volunteers are all accountable to work together to always uphold their own health and safety and that of others. Managers and supervisors must train their workers appropriately, make sure working conditions are safe, and monitor that employees are following safe work practices and procedures.

Employees and volunteers must do their part by implementing all safety training and practices of [Organization Name]; staying vigilant about their environment; and reporting any health or safety concerns to management or the health and safety representative right away. They are also encouraged to participate in health and safety initiatives, at any time.

The internal responsibility system is the basis of the *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, the committee, 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

We must all remain committed to keeping each other safe and healthy in every way possible. At [Organization Name], we look forward to working together as the great team we are to do just that.

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[Head of Organization's Signature] [Date]