## 

## 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 the *Occupational Health and Safety Act* (the Act) and in consultation with the Joint Occupational Health and Safety Committee (JOHSC).

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 the Act:

Employer Responsibilities

* Provide training and supervision of employees in matters necessary to their health and safety and the health and safety of other persons at the workplace;
* Provide written work procedures required to implement safe and healthy work practices, including those required pursuant to the Act, the regulations or by order of an officer, and identification of the types of work for which the procedures are required at the employer’s workplace;
* Provide for the establishment and continued operation of a committee required pursuant to this Act, including maintenance of records of membership, rules of procedure, access to a level of management with authority to resolve health and safety matters and any information required under this Act or the regulations to be maintained in relation to a committee;
* Provide the selection and functions of a representative where required pursuant to this Act, including provision for access by the representative to a level of management with authority to resolve health and safety matters;
* Create and implement hazard identification system that includes:
  + (i) evaluation of the workplace to identify potential hazards,
  + (ii) procedures and schedules for regular inspections,
  + (iii) procedures for ensuring the reporting of hazards and the accountability of persons responsible for the correction of hazards, and
  + (iv) identification of the circumstances where hazards must be reported by the employer to the committee or representative, if any, and the procedures for doing so;
* Provide a system for workplace occupational health and safety monitoring, prompt follow-up and control of identified hazards;
* Provide a system for the prompt investigation of hazardous occurrences to determine their causes and the actions needed to prevent recurrences;
* Maintain records and statistics, including reports of occupational health and safety inspections and occupational health and safety investigations, with provision for making them available to persons entitled to receive them pursuant to the Act; and
  + (i) provision for monitoring the implementation and effectiveness of the program.

Supervisor Responsibilities

* Ensure the health and safety of all workers under their direct supervision
* Know and follow the requirements for supervision provided by the Act
* 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, the Act, 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.

[Insert measures]