

Policy & Procedure Manual

OCCUPATIONAL HEALTH AND SAFETY - HR-XI-1

POLICY:

OPTIONS NORTHWEST will make every effort to provide a safe, healthy work environment. Senior Management is committed to the health and safety of all employees, students, volunteers and visitors, and their protection from physical and psychological harm and/or occupational illness.

All management personnel, employees, students, volunteers and visitors must be dedicated to the continuing objective of reducing risk of injury and be committed to health and safety.

OPTIONS NORTHWEST is ultimately responsible for employee, student, volunteer and visitor health and safety. Management personnel is responsible for ensuring that safe and healthy working conditions are maintained for employees, students, volunteers and visitors under their supervision. Management personnel will ensure that machinery and equipment are safe, that employees are working in compliance with established safe work practices and procedures and that adequate safety training to specific work tasks is provided, as required.

It is every employee's, student's, volunteer's and visitor's responsibility to protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by OPTIONS NORTHWEST.

Senior Management is committed to Employee Health and Safety and endorses Workplace Joint Occupational Health and Safety Committees and Health and Safety Representatives.

PURPOSE:

- To create and promote employee, student, volunteer and visitor awareness of the importance of health and safety.
- To communicate Senior Management's commitment to health and safety.
- To provide all employees, students, volunteers and visitors with an understanding of their responsibilities with respect to the Occupational Health and Safety Act.
- To assure all employees of management's commitment to strive towards the elimination of workplace injury and illness.

- To inform employees, students, volunteers and visitors to use the procedure noted below in order to resolve health and safety issues.

PROCEDURE:

1. POSTING:

Management personnel shall ensure that this policy is and remains posted in a conspicuous place in each work location within his/her supervision.

The Coordinator, Health & Safety/Designate shall ensure the posting of this policy at the Administrative Office.

2. Each employee, student, volunteer or visitor will bring all health and safety concerns to their immediate Director, Manager, Supervisor or Designate in a timely fashion. It is at this level that OPTIONS NORTHWEST expects concerns to be handled and resolved where at all possible.

The Supervisor/Manager/Director will use their discretion in involving the Executive Director, and/or a Health & Safety representative in order to address the concerns.

3. a) Work Areas with a Health and Safety Representative Only:

If, after the Supervisor or Managers involvement, the employee, student, volunteer or visitor still considers that the concern has not been appropriately resolved, he or she will notify the Supervisor/Manager that this concern will be directed to the Occupational Health & Safety Work Area Representative. If the representative was not previously involved, he/she will attempt to review/resolve with the Supervisor/Manager, as feasible. If the concern remains outstanding, the representative will make recommendations to the Executive Director and follow up until a resolution has been reached.

- b) Work areas with a Health and Safety Committee only:

If, after the Supervisor, Manager or Directors involvement, the employee, student, volunteer or visitor still considers that the concern has not been appropriately resolved, he or she will notify him/her that this concern will be directed to the Joint Occupational Health & Safety Work Committee through one of the members. The committee will review/discuss the concern and make recommendations to the Executive Director and follow up until a resolution has been reached.

RECOMMENDED BY: Administration

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services (all)

ORIGINAL POLICY DATE: May 1995

AUTHORIZED BY: Executive Director

SIGNATURE:

