

Preamble:

Extend-A-Family Waterloo Region (EAFWR) strives to provide a healthy and safe working environment and is responsible for ensuring that those environments under its control are maintained as healthy and safe places within the meaning and spirit of the *Occupational Health and Safety Act*. Each employee has primary responsibility for their own safety and actions, and for others affected by their actions. In addition, EAFWR expects employees to practice safe work habits at all times and insists on compliance with legislative requirements and regulations contained in, but not limited to, the *Occupational Health and Safety Act*. (The term employees includes providers and volunteers.)

General Requirements and Responsibilities:

- A. All EAFWR employees shall work safely and comply with all requirements of the *Occupational Health and Safety Act*, internal EAFWR policies and guidelines, regulations, standards and training programs.
- B. EAFWR shall acquaint all employees with any components of legislation, regulation, standards, policies, practices, procedures and guidelines that pertain to the control, management and elimination of hazards in the workplace and, where appropriate, develop and implement internal standards, training programs and procedures.
- C. Supervisors must provide for the health and safety of employees under their supervision, and must ensure that workers receive adequate training in their specific work tasks to protect their health and safety. (A Supervisor is anyone who holds a supervisory or managerial role over other EAFWR employees.)
- D. All EAFWR employees must report to their Supervisor any hazardous conditions which are contrary to good health or safety practices or which contravene any legislative requirements. The Supervisor must take every precaution reasonable in the circumstances for the protection of the employee.
- E. As provided in the Act, this policy shall be subject to annual review and will be signed by the Executive Director or designate as required to ensure that this policy and a copy of the *Occupational Health and Safety Act* are posted in conspicuous locations and that related health and safety information is available for review by all employees of EAFWR.

Safety Committee:

The Joint Health and Safety Committee is an advisory group that meets regularly to review injury reports, discuss health and safety concerns and make recommendations. The Committee's functions include:

- receiving health and safety concerns;
- providing input to the health and safety program;
- conducting workplace inspections;
- attending work refusal situations;
- and investigating a critical injury or fatality.

At least one representative of management and one representative of workers will be Certified Health and Safety Committee members.

Procedures to Address Health and Safety Concerns:

- A. All EAFWR employees must report to their Supervisor any injury or illness related to their work or assignments. It is the Supervisor's responsibility to ensure that prompt first aid and health care treatment is obtained, if necessary.

EAFWR will ensure that a report is filed as prescribed in the *Workers' Safety and Insurance Board Act* and the *Occupational Health and Safety Act*.

- B. Employees of EAFWR have the right to refuse work or assignments that they believe are unsafe. In such cases, the refusal must be immediately reported to their Supervisor, who must investigate the situation.
- C. All employees of EAFWR have the right and obligation to bring, without prejudice, health and safety concerns to their Supervisor. After their Supervisor has been informed and if a concern remains unresolved, the employee may take the concern to a member of the Joint Health and Safety Committee or if still unresolved to the Executive Director or designate.



Allan Mills
Executive Director

Dated: March 6, 2018