

## SECTION II – ESSENTIAL ORGANIZATIONAL POLICIES

<b>CATEGORY:</b> Essential Organizational Policies	<b>NUMBER:</b> 2.15
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### **PURPOSE**

To establish policies and procedures which comply with occupational health and safety legislation in the Province of Ontario.

### **POLICY**

WSNCC will regulate the standards of workplace health and safety with the aim of preventing workplace accidents and injury.

WSNCC will do everything we reasonably can to protect the health and safety of our employees. This includes, but is not limited to: providing appropriate training for handling potentially dangerous equipment and/or material, informing employees of potential dangers in the workplace, and setting up safe work practices.

The regulation of standards of workplace health and safety will be the responsibility of the Health and Safety Committee.

The Health and Safety Committee will include at a minimum a member of the pool staff, maintenance staff, administrative staff, program staff and senior management.

### **PROCEDURES**

The Health and Safety Committee will conduct monthly workplace inspections and:

1. Establish and maintain an ongoing program of health and safety issues identification, analysis and control throughout the organization;
2. Develop hazardous materials and waste documentation, management and tracking systems with appropriate education and training for staff, volunteers and students;
3. Ensure there is a system for tracking and receiving health and safety-related data through an established and regulated process;
4. Monitor the effectiveness and efficiency of the health and safety tracking and reporting system to meet health and safety standards, according to various health authorities;
5. Review and ensure development of health and safety documentation;
6. Develop, implement and communicate incident reporting systems;
7. Ensure responsive incident and accident investigation procedures are in place;
8. Ensure all staff are aware of their duty to report actual or potential incidents;
9. Develop a central point of analysis, tracking and trending of adverse incidents and be a central point for the dissemination of relevant information to all directors, managers and staff;
10. Address such other matters related to health and safety as may arise from time to time.