

## Health and Safety Policy

### PURPOSE

To outline the Forest Edge Community Club's (FECC) commitment to protecting the health and safety of all employees in the workplace, and to ensure compliance with the *Workplace Health and Safety Act* and the *Occupational Health and Safety Act (OHSA)*.

### POLICY

The FECC is committed to promoting a healthy and safe working environment for all employees. The Occupational Health and Safety Act (OHSA) sets out mandatory standards and requirements for all employees. Individual knowledge, support, and active participation in implementation health and safety are essential.

The following principles support the FECC's commitment:

- Every employee has the right to work in a healthy and safe workplace.
- FECC will comply with the provisions of the OHSA, its regulations, and other related legislation.
- Employees are active participants in maintaining a health and safe workplace.
- The prevention of accidents, injury, and occupational illness is an integral part of every workplace activity.

All employees have the responsibility to understand and comply with health and safety legislation and the requirements of this policy, including:

- Identifying and reporting to their manager situations which may endanger themselves or another worker, or any workplace health and safety concerns;
- Immediately reporting any incident or accident to the Head Guard or a member of the Board of Directors; and
- Working in a manner that will not endanger themselves or others.

The Board of Directors is responsible to ensure that all employees receive information and/or training on safe workplace practices and their duties and responsibilities under the Act. The Board of Directors is also responsible to respond in a timely manner to health and safety concerns raised by employees, investigate and report on all accidents or incidents, and stop and correct unsafe acts and conditions.

### USEFUL WEBSITES

A Guide to the Occupational Health and Safety Act

<http://www.labour.gove.on.ca/english/hs/ohsaguide/index.html>

Workplace Safety and Insurance Board

[www.wsib.on.ca](http://www.wsib.on.ca)

### VERSION

Last Reviewed June 2014, Version 1.1

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*The Heartbeat of Westmount!*

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