

A COMMITMENT TO A SAFE WORKPLACE

HS 1

INTENT

Sunshine Coast Community Services Society is committed to promote a safe and healthy workplace and environment for its employees and to establish and maintain safe working practices through proper procedures and direction. Safety is everyone’s responsibility. It rests with all levels of management and each employee and volunteer.

POLICY

It shall be the responsibility of the Executive Director to establish and maintain adequate standards, policies, procedures, work practices and maintenance of buildings and equipment to provide a safe working environment and for ensuring that all staff is instructed and trained in safe working practices.

ROLES & RESPONSIBILITIES

Program Directors, Managers and Coordinators

It shall be the responsibility of Program Directors, Managers and Coordinators to ensure that employees are instructed and trained in safe work practices to secure compliance with established Community Services policies and procedures, conduct regular safety inspections, take appropriate action and conduct regular staff safety meetings, to report to the Executive Director any real or potential safety or health hazards and to conduct accident investigations.

Employees, Students and Volunteers

It shall be the responsibility of every employee, student and volunteer to observe the established Community Services policies and procedures, to work in a prudent and safe manner and to report any real or potential safety or health hazard to their Supervisor.

Health and Safety Committee Members

It shall be the responsibility of Committee members to promote safe work practices and conditions and to assist in creating a safe place of work by recommending actions which will improve the effectiveness of the Occupational Health and Safety Program.

Definitions

“Executive Director” refers to co-Executive Director if applicable.

EFFECTIVE: Dec. 1, 2015	APPROVED BY: Executive Director	
REPLACES: April 1, 2014	MONITORING: H&S Committee	FREQUENCY: Annually