

**HEALTH & SAFETY PROGRAM**

**HS 2**

**INTENT**

The agency is committed to the promotion of safe and healthy conditions for the staff, students, volunteers, individuals receiving services and other individuals who may use the agency's facilities or participate in events sponsored by the agency.

**POLICY**

The agency is responsible for the establishment and maintenance of a Health and Safety program in accordance with WorkSafeBC regulations and providing the leadership to maintain a high standard of health and safety performance in compliance with all regulatory requirements.

It is every staff member's responsibility to participate and contribute to the effective operation of the health and safety program.

**PROCEDURE**

1. The components of the Health and Safety Program are:
  - Definition of roles and responsibilities of management, supervisors, staff, volunteers and individuals served by the agency.
  - Identification of health and safety hazards through regular monitoring and inspections.
  - Provision of instructions and supervision of staff through policies, procedures, education and training and day-to-day supervision.
  - Provision of First Aid and Emergency Equipment and training.
  - Regular health and safety meetings through the development of a Health and Safety Committee.
  - Investigations of accidents, injuries and hazards.
  - Maintenance of health and safety records, according to WorkSafeBC requirements and reviewed annually.
  
2. The Joint Health and Safety Committee uses the following guidelines to assist in the achievement of the goals of the Health and Safety Program:
  - a. Role of the Committee
  - b. Membership on the Committee
  - c. Terms of Reference

Activities will include:

- Inspections
- Investigations
- Review incident reports
- Recommendations for action
- Education and training

<b>EFFECTIVE: Dec. 1, 2015</b>	<b>APPROVED BY: Executive Director</b>	
<b>REPLACES: April 1, 2014</b>	<b>MONITORING: H&amp;S Committee</b>	<b>FREQUENCY: Annually</b>