

Subject: Health & Safety	Date Approved: May 22, 2010
Approved by: Board of Directors	Date Revised: December 18, 2014
Specific to: All Staff & Board of Directors	Next Review Date: September 2017

**PURPOSE:**

The North Perth Family Health Team (NP FHT) is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. We will make every effort to provide a safe, healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury. NP FHT is ultimately responsible for worker health and safety, and will take every reasonable precaution possible for the protection of our employees.

We are committed to promoting a safe and healthy workplace for all employees, contractors, customers and visitors. In pursuit of our commitment, NP FHT will develop, implement and enforce such policies and procedures that promote and provide a healthier, safer work environment. We understand the importance of safety to the well-being and productivity of our people, and strive to safeguard the workplace from injury and malfeasance through dereliction of duty towards safety. We will act in compliance with all Local, Federal, and Provincial workplace health and safety legislation.

**POLICY:**

Orientation

All new employees will receive instructions on job safety and be warned of hazards to health and safety within the North Huron Family Health Team organization. Job hazards and safe procedures are to be fully explained to each employee, before he/she begins work. All employees and their Director/Manager have the responsibility for the proper training of the employees reporting to them, overseeing that everyone works safely and that safe and healthy work conditions are maintained.

Communication

NP FHT encourages open communication on health and safety issues. It is essential to providing an injury-free and productive work environment.

- Employees that voice or identify a health and safety concern will not be subject to retaliation.
- Health and safety comments will be reviewed by Management. The Management team will initiate an investigation on each reported and/or potential hazard.
- Employees are encouraged to inform their supervisor of any matter they perceive to be an actual or potential workplace hazard.
- Communication can be written or oral, and may be anonymous, if so desired.
- It is the role of the Joint Health and Safety Committee to ensure that any hazardous condition or act is followed up with a timely response or action and to ensure that the Executive Director is informed of the hazardous condition or act.
- It is the responsibility of the employer to maintain safe and healthy working conditions.

## Responsibilities:

### ➤ Board of Directors

- These company officials are responsible for ensuring an effective strategy that can manage the occupational health and safety concerns of NP FHT.
- They must ensure that resources are governed properly to achieve the health and safety requirements of employees, and that their policies comply with NP FHT legal obligations.
- Foster a workplace culture of safety, with appropriate leadership.
- Review the policies efficacy regularly, and revise where necessary.
- Providing the Health & Safety Committee with a copy of all orders or reports issued to the employer by a Ministry of Labour Inspector informing the committee of any work-related incidents involving injury, death or occupational illness.

### ➤ Executive Director

- Responsibilities include their assistance in developing, implementing, and enforcing NP FHT policies and procedures.
- Must continually promote health and safety awareness with instruction, information, training and supervision to ensure the safe performance of employees.
- Utilize the process of hazard identification, risk management and incident investigation.
- Perform occupational health and safety inspections of the workplace to identify and control any and all hazards to employees.
- Held accountable for the health and safety of workers under their supervision.
- Ensure that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures.
- Ensure that employees receive adequate training in their specific work tasks to protect their health and safety.
- Ensure health and safety meetings are conducted.
- Liaison with government agencies to ensure workplace health and safety compliance.
- Act as an advisor to the committee on safety and health policy issues.
- Ensure health and safety inspections, and follow up to ensure the completion of necessary corrective actions.
- Develop Best Practices.
- Design and develop accident / incident reports and investigation procedures.
- Maintain an up-to-date working knowledge of health and safety regulations as mandated locally, federally, or by the province.
- Design and develop company policies and procedures on workplace safety and health issues.
- Review injury and illness trends, and identify problem areas and solutions.

### ➤ Joint Health and Safety Committee (JHSC)

- It is the responsibility of the JHSC to ensure that any hazardous condition or act is tracked and followed up with a timely response or action.
- The JHSC must inform the Executive Director or designate of any hazards, unsafe acts or unsafe conditions, whether reported or revealed through audits.

- The JHSC must follow up with any individual who has reported a hazard, outlining the preventative or corrective measures taken.
- The JHSC must conduct health & safety audits once per month and any findings tracked and followed up with a timely response or action.

➤ Employees

- Responsible for compliance with occupational health and safety policies and procedures.
- Must notify managers of any health and safety concerns, so that they may be dealt with promptly.
- Every employee must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the company.
- Use appropriate personal protective equipment as required.
- Report unsafe or potentially hazardous conditions, without fear of reprisal, to their Manager.

All Staff Are Responsible for the Following

- Completion of required occupational health and safety training.
- Performance of their duties in a manner conducive to a safe workplace, following all safety practices and procedures.
- Reporting of any incident, injury, hazards, unsafe acts/behaviors and/or unsafe conditions that could lead to an accident
- Report any acts of violence or harassment in the workplace.
- Promoting a hazard-free workplace.
- Learning the posted Emergency Plan detailing their facilities procedures pertaining to: Fire, Weather, or Medical Emergency.