

| <b>West Neighbourhood House</b> |  |
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| Policy Title:                   | <b>Health and Safety Policy</b>  |
| Approved by:                    | West Neighbourhood House Board of Directors  |
| Approval date:                  | January 2005   |
| Revision dates:                 | January 2007 / February 2011 / January 2012 / February 2013 / January 2014 / February 2015 / February 2016 / January 2017 / February 2018 / January 2019 / January 2020 / January 2021 / May 2022 / May 2023 / January 2024 / January 2025 |

## **Policy Statement**

West Neighbourhood House is committed to the health and safety of its employees, volunteers, participants, and student placements.

All employees of West Neighbourhood House are responsible for providing and maintaining a safe work environment. Everyone must be committed to doing their part to reduce the risk of physical and psychological injuries and illnesses. Employees who fail to meet their obligations concerning health and safety or violate safety rules may face discipline, including termination of employment.

The Health and Safety Policy sets out organizational expectations with regard to safety standards at work. It works in conjunction with other West Neighbourhood House policies that guide safety at work, including, but not limited to, the following policies: [Psychological Safety](#), [Respectful Workplace](#), [Workplace Violence](#), and [Workplace Harassment](#).

## **Applicability**

- All Staff
- Program Participants
- Volunteers
- Student Placements

## **General Principles**

Management shall:

- take whatever action is necessary and reasonably practicable to provide and maintain a safe and healthy work environment.
- comply with all legislative requirements and provide all necessary training.
- strive to eliminate, to the extent reasonably practicable, those foreseeable hazards that may cause personal injuries or illness.
- promote practices that address physical and psychological well-being in the workplace.

Supervisors shall:

- ensure that employees work in a safe manner and with the protective devices, measures and procedures required by the *Occupational Health and Safety Act* and its regulations.

- ensure that employees follow appropriate safety procedures.
- immediately communicate to employees and Management whenever they become aware of any potential or actual hazards (physical and psychological) to health and safety.
- take every reasonably practicable precaution to protect employees, volunteers, participants, and student placements.

All Employees (including supervisors) shall:

- have knowledge of their actual working conditions.
- report any safety hazards (physical and psychological) or possible contraventions of the *Occupational Health and Safety Act* and its regulations of which they are aware to their immediate supervisor, so that any safety hazards or contraventions can be remedied.
- use or wear any protective equipment, devices or clothing that West Neighbourhood House requires.
- report any workplace injuries and/or illnesses to their immediate supervisor.

The Health and Safety Committee will:

- promote an awareness of health and safety issues.
- ensure that everything reasonably practicable is done to establish an accident and injury free environment.
- establish and maintain up-to-date programs to identify and control workplace hazards (physical and psychological).
- ensure that appropriate tools and equipment are made available for employees.
- ensure that suitable training is provided to employees concerning all aspects of workplace health and safety.



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Executive Director

January 31, 2025

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Date

**Employee Health and Safety, Psychological Safety, Workplace Violence and  
Workplace Harassment Statement**

I, \_\_\_\_\_, have read and understand West  
(Please Print)

Neighbourhood House's Policies on Health and Safety, Psychological Safety, Workplace  
Violence, and Workplace Harassment.

I am aware that it is my responsibility to work in a safe manner and I am committed to comply  
with the Occupational Health and Safety Program at West Neighbourhood House.

I am also aware that I may contact the Human Resources Director or any member of the West  
Neighbourhood House Health and Safety Committee at any time should I have any questions or  
concerns about these Policies or the Health and Safety Program.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date