



Health & Safety Policy

Reference: Occupational Health and Safety Act

Revised September 23, 2015, October 12, 2016, February 15, 2017, July 26, 2023

Approved by Board of Directors: October 25, 2016

Policy

To provide a safe and healthy work environment for its employees, volunteers, visitors, and contractors, Orde Day care will ensure that the measures and procedures prescribed by the Occupational Health and Safety Act and regulations and other relevant legislation concerning health and safety are followed.

Orde Day Care will take all possible steps to prevent personal injury and to provide and maintain a safe and healthy working environment. The Director and Supervisors are responsible to ensure that machinery and equipment are safe, and will take all possible steps to ensure that staff work in compliance with established safe work practices and procedures. All individuals in the workplace must accept responsibility in achieving the objectives of this health and safety policy. Safety and health attitudes will be important factors in evaluating job performance. Disciplinary action, up to and including dismissal, will be taken against those persons not adhering to the policy and safety procedures in the workplace.

To fulfill this commitment, everyone must work together to provide and maintain a safe and healthy work environment which meets or exceeds all legislated and industry standards. All members of management and the Joint Health and Safety Committee are dedicated to and support a strong, proactive safety improvement process to health and safety and will strive to control or eliminate all reasonably foreseeable hazards, which may result in accidents, personal injury/illness, fires, security losses or other property damage.

Procedure

In order to achieve these objectives;

- Certified Health and Safety Representative will inspect the centre monthly and **discuss concerns with staff members of each program room.**
- Our Joint Health and Safety Committee will meet monthly to review inspections and **accident reports** and make recommendations.
- All staff will be made aware of this policy and its importance in their initial orientation and regular updates.
- **Each staff will review a copy of the policy which is to be signed off annually and kept on file.**
- All staff will be trained in their specific work tasks and relevant WHIMIS training.
- All staff will be educated in Worker Health and Safety Awareness training upon commencement of employment
- All supervisors will be educated in Supervisor Health and Safety awareness training upon commencement of employment
- A bulletin board in the staff room is designated for all Health and Safety Information.
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- **Minutes of these meetings are kept for two years and available upon request from the JHSC worker rep**

Every staff must protect their own health & safety by working in compliance with health and safety legislation and safe work practices and procedures established by the centre. Staff must be dedicated to the continuous objective of reducing risk of injury.

Staff Name:	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date: