

Catholic Centre for Immigrants (CCI)

Health and Safety Policy

Policy

Approved December 15, 1999

The Catholic Centre for Immigrants (CCI) is committed to the health and safety of its employees and the environment. To this end, we will take every reasonable precaution to establish a safe and healthful working environment, make reasonable accommodations in the design of the workplace which considers individual employee capabilities and promote the elimination of personal injury, occupational disease, damage to company property and the environment.

Every employee must protect his or her own health, safety and the environment by working in compliance with the law, and with safe work practices and procedures established by CCI.

Authority

The ultimate responsibility and authority for applying this policy rests with the Executive Director and designate(s). They will comply with their duties under the Act, and take every reasonable precaution for the protection of workers in the workplace.

Implementation

The policy will be posted in a conspicuous location in the workplace and it will be reviewed by the Joint Health and Safety Committee, at least annually. The policy will become part of the Human Resources Policy Guidelines which are given to each worker at the start of employment.

The Joint Health and Safety Committee (JHSC) will include workplace hazard assessment inspections on an annual basis and it will submit any findings to the Executive Director and the Human Resources Committee.

Supervisors are held accountable for the health and safety of workers under their supervision. Supervisors have the duty to ensure that machinery and equipment (if applicable) as well as the work environment are safe and that workers work in compliance with established safe work practices and procedures.

Staff will receive information, training and competent supervision in their specific work tasks to protect their health and safety. Staff members are expected to perform their duties in a safe manner that does not pose a risk on themselves or others. They are to co-operate with CCI in making sure they get proper training and that they understand and follow the company's health and safety policies. Staff is not to interfere with or misuse anything that's been provided for their health, safety or welfare.

Reporting Incidents of Health and Safety Risk:

1. Supervisors and/or Health and Safety representative are informed of a health and safety issue. The Supervisor ensures that an incident report has been completed.
2. An incident report is filled out, and an action will be taken if the issue is urgent/deemed necessary.
3. This incident report is submitted to the Health and Safety committee.
4. The Health and Safety Committee reviews all incident reports when they meet every two months.
5. The Health and Safety Committee follows-up and makes recommendations to the Executive Director where appropriate.
6. A copy is given to the Human Resources Committee.

Acknowledgement

I read and understood the Health and Safety Policy.

Name: _____ (please print)

Signature

Date