

**Atikokan Literacy Incorporated
ADULT LEARNING CENTRE
Health and Safety
Policy/Procedure**

Workplace Occupational Health and Safety

APPROVED BY: Atikokan Literacy Incorporated Board of Directors

DATE: (O) April 21, 2016

DISTRIBUTION: Employees

Policy:

Atikokan Literacy Incorporated is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. Atikokan Literacy Incorporated 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. Atikokan Literacy Incorporated is ultimately responsible for worker health and safety, and will take every reasonable precaution possible for the protection of our employees.

Atikokan Literacy Incorporated is committed to promoting a safe and healthy workplace for all employees, customers and visitors. In pursuit of our commitment, Atikokan Literacy Incorporated will develop, implement and enforce such policies and procedures that promote and provide a healthier, safer work environment. Atikokan Literacy Incorporated understands the importance of safety to the well-being and productivity of its people, and strives to safeguard the workplace from injury.

Atikokan Literacy Incorporated will act in compliance with all Local, Federal, and Provincial workplace health and safety legislation.

Procedures:

Board Members and Executives

- These company officials are responsible for supplying an effective strategy that can manage the occupational health and safety concerns of Atikokan Literacy Incorporated.
- They must ensure that resources are allocated and governed properly to achieve the health and safety requirements of employees, and that their policies comply with (Atikokan Literacy Incorporated's) legal obligations.
- Foster a workplace culture of safety, with appropriate leadership.
- Review the policies' effectiveness on an annual basis, and revise where necessary.

Executive Directors

- Responsibilities include their assistance in developing, implementing, and enforcing Atikokan Literacy Incorporated 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.

- Assign a staff advisor to perform occupational health and safety inspections of the workplace to identify and control any and all hazards to employees.
- Be held accountable for the health and safety of workers under their supervision.
- Ensure that equipment is 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.
- Conduct health and safety meetings.

Human Resources

- Liaise with government agencies to ensure workplace health and safety compliance.
- Act as an advisor to the Board of Directors on safety and health policy issues.
- Coordinate 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.

Employees

- Responsible for compliance with occupational health and safety policies and procedures.
- Must notify Executive Director 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 Executive Director.

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 or hazard as outlined in procedures.
- 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.

**We are all responsible for health and safety at Atikokan Literacy Incorporated.*

Communication:

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

- Employees are encouraged to inform their Executive Director of any matter they perceive to be an actual or potential workplace hazard.
- Employees that voice or identify a health and safety concern will not be subject to retaliation.
- Health and safety comments will be reviewed by the Executive Director. He/she will initiate an investigation on each reported and/or potential hazard.
- Communication can be written or oral, and may be anonymous, if so desired.