

## Workplace Health and Safety

Policy No. 352

**Policy Statement:** The Archdiocese is committed to the health and safety of its personnel in the workplace, including compliance with applicable occupational health and safety legislation and regulations.

The Occupational Health and Safety Act and the appropriate regulations form the basis and minimum standards for our Archdiocese.

**Definitions:** **Personnel** is defined as including clergy, employees and volunteers (see Policy No. 111)

**Work site** is the location where archdiocesan personnel is doing work as part of their occupation.

**Occupation** refers to position of employment and/or volunteer ministry.

- Procedure:**
- a) The Joint Health and Safety Committee (JHSC) is responsible for the development and recommendation of safety rules.
  - b) A set of safety rules are established to provide guidance and framework to the culture of health and safety.
  - c) Archdiocesan personnel are responsible to support and follow the health and safety requirements as set out by the Archdiocese.

### Safety Rules

1. The rules that have been established are:
  - All personnel will actively participate in the ongoing health and safety program of the organization.
  - All personnel will know and understand the hazards associated with their daily tasks.
  - All personnel will report to work in a fit for duty state.
  - All personnel must report any and every incident, unsafe act or unsafe conditions to management.
2. Periodically, a review of the rules by the JHS Committee will be undertaken.

- d) While working for and with the Archdiocese, clergy, employees and volunteers will be provided with information and/or workshops, including but not limited to the following:
- on-the-job injury prevention and reporting
  - building emergency response protocols (ERP)
  - incident reporting protocols
  - personal safety and crisis intervention
  - hazard assessment training
  - Workplace Hazardous Materials Information System (WHMIS) – as applicable
- e) Immediate supervisors will ensure that the clergy, employees and volunteers are knowledgeable about work site safety requirements/protocols, including attendance at applicable workshops/courses, etc.
- f) Every clergy, employee and volunteer is required to take reasonable care to protect the health and safety of themselves and others at the work site.

***Refer to Policy:***

- No. 322 Workers' Compensation
- No. 331 New Employee Orientation

***Refer to Appendix:***

- 352A Joint Health and Safety Committee