|  |  |
| --- | --- |
| LANARK COUNTY COMMUNITY JUSTICE | POLICIES #2.06 |
| **SECTION: HUMAN RESOURCES** | DATE: November 2017 |
| SUBJECT:  **Health and Safety Policy** | HISTORY: New Policy 2017 |
| **PURPOSE:**  To prevent illness and injury, and to promote the health and safety of all LCCJ employees and volunteers. To create a framework for responding to any health and safety issues that may arise. | |
| **POLICY:**  LCCJ shall adhere to all Ontario Occupational Health and Safety requirements. LCCJ shall ensure that the organization, the staff and the volunteers all understand the Health and Safety procedures put in place as well as their responsibilities as they pertain to health and safety in the workplace. | |
| **PROCEDURE:**  LCCJ shall maintain a Health and Safety Handbook, containing all the Health and Safety procedures pertaining to the organization, staff and volunteers.  Each employee and volunteer shall receive a copy of the handbook.  Each new employee or volunteer shall be introduced to the handbook and its contents by their supervisor within a week of commencing employment.  LCCJ shall provide staff and volunteers with safety training at regular intervals. These trainings shall include information with respect to:   * Individual and organizational responsibilities * Procedures for reporting health and safety concerns and incidents   Staff and volunteers have the right to refuse work that they believe may be unsafe for themselves or someone else, without fear of reprisal.  When staff numbers reach 6 Or more, a Health and Safety Committee shall be formed  LCCJ shall maintain a Health and Safety Binder for the use of the Executive Director and/or the Health and Safety Committee.  Workplace inspections shall be completed on a regular basis, and recorded in the Health and Safety Binder. | |