

LITTLE FALLS CO-OPERATIVE HOMES

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Health and Safety Policy – Ontario

Intent

Little Falls Co-operative Homes is vitally interested in the health and safety of its employees. Protection of all employees from injury or occupational disease is a major continuing objective. We will make every effort to provide a safe and healthy work environment. All employees must be dedicated to the continuing objective of reducing the risk of injury. Little Falls Co-operative Homes is ultimately responsible for employee health and safety and will take every reasonable precaution possible for the protection of our employees.

In pursuit of our commitment to health and safety, Little Falls Co-operative Homes will develop, implement, and enforce such policies and procedures that promote and provide a healthier and safer work environment. This policy is intended as an overarching document that will define the areas covered by individual policies specific to certain health and safety concerns and issues.

We understand the importance of safety to the wellbeing and productivity of our employees and will strive to safeguard the workplace from injury and illness. We will act in compliance with all local, federal, and provincial workplace health and safety legislation, regulations, and guidelines, including but not limited to the *Occupational Health and Safety Act* and all regulations falling under it.

Guidelines

Communication

Little Falls Co-operative Homes encourages open communication on health and safety issues as it is an essential factor that contributes to providing an injury-free and productive work environment. Employees who voice or identify a health and safety concern will not be subject to retaliation. Health and safety comments will be reviewed by the Health and Safety Representative (property manager). The Health and Safety Representative will initiate an investigation on each reported and/or potential hazard. Communication can be written or oral, and may be anonymous, if so desired.

Employee Responsibilities

Health and Safety Representative:

- Liaise with government agencies to ensure workplace health and safety compliance.
- Act as an advisor to management on health and safety policy issues.
- Coordinate health and safety inspections and follow up to ensure the completion of necessary corrective actions.
- Design and develop company policies and procedures on workplace safety and health issues.

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Employees:

- Comply with occupational health and safety policies and procedures.
- Notify Management and the Health and Safety Representative of any health and safety concerns, so that they may be dealt with promptly.
- 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.
- Wear and/or use all prescribed personal protective equipment (PPE) in an appropriate manner.
- Complete required occupational health and safety training.
- Perform their duties in a manner conducive to a safe workplace, following all safety practices and procedures.
- Report any incident, injury, or hazard as required by the company.
- Report any acts of violence or harassment in the workplace.
- Promote a hazard-free workplace.

Personal Protective Equipment (PPE)

PPE creates a physical barrier that protects healthcare workers from exposure. PPE, including gloves, face mask, eye protection or other forms of PPE should be used when deemed necessary by the worker or supervisor.

Disposal of Hazardous Waste

Little Falls Co-operative Homes will contract the services of a certified waste management company to dispose of all types of hazardous waste materials from the building, if applicable.

Violence and Harassment

Violence and harassment constitute a threat to health and safety in the workplace. Little Falls Co-operative Homes treats any act of violence or harassment involving employees, patients, or visitors within its scope of service as a very serious matter and investigates promptly. Little Falls Co-operative Homes takes every reasonable precaution to reduce the risk of workplace violence and harassment. All employees will be bound by the provisions of Little Falls Co-operative Homes Workplace Violence, Harassment & Sexual Harassment Policy.

Health and Safety Inspection

Each month a member of the board and maintenance will walk the property and complete an inspection report. This report will be posted on the health and safety bulletin board.

Version/Revision #	Effective Date	Approved by	Changes
2022-00	November 1 st , 2022	Board of Directors	N/A