



Human Resources Policies and Procedures

SECTION: Working Conditions

POLICY NUMBER: HR – 019

SUBJECT: Health & Safety

Credit Valley Conservation is committed to building and maintaining a healthy and safe workplace for all employees as well as CVC public facilities. Health and safety is a top priority at CVC and is considered to be a critical component of all positions in the organization.

POLICY

- 1) CVC will make every effort to provide employees with a work environment that is as free as is reasonably possible from foreseeable hazards which may result in security loss, fire, damage to property or environment or injury and illness.
- 2) Employees also have a responsibility for the health and safety of themselves as well as their coworkers. As such, all employees are expected to:
 - (a) Comply with all federal, provincial, regional and local laws;
 - (b) Comply with all health and safety policies and procedures as outlined in CVC's Safety Policy (Appendix G), CVC's Standard Operating Procedures (SOP's) and other guidelines as established by CVC;
 - (c) Correct any unsafe or hazardous working condition within their ability or otherwise immediately report the unsafe condition to his or her Supervisor/ Manager or to his/her Health and Safety Committee Representative in the Supervisor or Manager's absence.
 - (d) Report immediately all work-related illnesses or injuries as well as near-accidents which may have resulted in illness or injury, regardless of how insignificant the injury may appear.
- 3) The CVC has established a Health and Safety Committee, comprised of, at a minimum, equal members of management and non-management staff. The committee's goal is to identify potential hazards and recommend resolutions for such issues as well as suggesting improvements to CVC's health and safety program.
- 4) The CVC will endeavour to ensure that all applicable health and safety training is provided. Similarly it is expected that employees participate in all such training as well as identify any potential health and safety training needs.
- 5) The CVC has developed a comprehensive Safety Policy. All employees are required to read this policy and comply with the terms therein. (Appendix H)