

CVS POLICY & PROCEDURE MANUAL

Policy Area: **HEALTH & SAFETY**

Policy # & Name: **4.1 Philosophy**

Group: All Staff, Volunteers, Practicum Students, Consumers & Families

Purpose:

Community Ventures Society will operate in a manner that ensures the health and wellness of its staff, participants and volunteers

To ensure Community Ventures Society employees at all levels of the organization actively promote its Health and Safety Policy.

Policy Statement:

All employees equally share the responsibility to work in such a manner as to prevent injury to themselves and others and to safeguard the assets of the Association. CVS job descriptions and checklists provide detailed expectations.

Practice Standards:

CVS is firmly committed to promoting health and safety in the workplace and programs sites for the well being of staff, clients, volunteers, work experience and practicum students and visitors. To promote this we will:

- ? Provide proactive leadership;
 - ? Endeavor to maintain safe working conditions and procedures;
 - ? Create emergency response plans and procedures;
 - ? Provide employees with information and training necessary for them to do their work safely and to keep everyone safe in the programs;
 - ? Enforce compliance with safety procedures, directives and relevant legislation by all employees and others in the program sites;
 - ? Follow up with all incidents;
 - ? Maintain a comprehensive and responsive agency-wide Health and Safety Program.
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Policy Audit: Annually as per Health & Safety Committee Work Plan

Date Issued: May 2004

Date Revised:

Position

Responsible: Executive Director, Health & Safety Committee

References:

- ☞ Health & Safety Program
- ☞ WCB Regulations
- ☞ Emergency Response Plans
