

CVS POLICY & PROCEDURE MANUAL

Policy Area: **Health & Safety**

Policy # & Name: **4.4 Health & Safety Program**

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

Purpose:

CVS is committed to providing an environment that promotes the health and safety of its staff. To express this commitment, we issue the following policy on Occupational Health and Safety to ensure CVS's Health & Safety practices are up-to-date and complying with all statutory regulations.

Policy Statement:

The Joint Health and Safety Committee is made up of CUPE union appointed staff and management representatives consulting in a cooperative spirit to identify and resolve health and safety problems in support of a planned Health & Safety Program. Their responsibility is to recommend changes to CVS's Health and Safety practices. CVS is responsible for considering and implementing these recommendations.

Practice Standards:

CVS will make every effort to provide a healthy and safe environment with the objective of eliminating the possibility of injury and illness and which protects material resources from fire, damage, and security losses.

Management and Supervisors will be trained and held responsible for ensuring that employees under their supervision follow this policy. They are held accountable for ensuring that employees use safe work practices and receive necessary training to protect their health and safety.

CVS will make every effort to foster a co-operative relationship between employees and management to ensure that safe work practices are developed, communicated, and followed. All employees have a responsibility to work safely, follow proper procedures, report safety concerns to their supervisor and are encouraged to adopt a safe and healthy lifestyle.

The employees of CVS are required to support this organization's health and safety initiative and to co-operate with others exercising authority under the applicable laws and to follow policies, procedures, rules, and instructions prescribed by CVS.

It is the duty of each employee to report to their Supervisor as soon as possible any hazardous conditions, injury, accident, or illness related to the work place. Also employees must protect their health and safety by complying with applicable acts and regulations.

CVS is committed to the development, implementation and evaluation of written emergency plans.

CVS is committed to its employees and will provide support for them in ensuring that their homes are also safe

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Joint Occupational Health and Safety Committee

This committee established as per CUPE and WCB mandate will be held as per the following guidelines:

1. Will be made up of a minimum of 2 Union and 2 Employer members.
2. Will meet at least once a month.
3. Minutes will be posted at each site.

The Health & Safety Committee will:

- ? Identify situations that may be unhealthy or unsafe for workers and clients and advise on effective systems for responding to those situations.
- ? Consider and expeditiously deal with complaints relating to the health and safety of workers and clients.
- ? Consult with workers, clients and the employer on issues related to health and safety and environmental issues in all program sites.
- ? Make recommendations to the employer, workers and clients for the improvement of the health, safety and environment in all program sites
- ? Make recommendations to the employer on educational programs promoting the health and safety of workers and clients, to ensure compliance with WCB regulations and other statutory bodies to monitor their effectiveness.
- ? Advise the employer on programs and policies required under the regulations for the workplace and for client safety and to monitor their effectiveness
- ? Advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers and clients.
- ? Ensure that accident investigations and regular inspections are carried out as required by the regulations of WCB and other statutory bodies.
- ? Participate in inspections, investigations and inquiries as provided in the Health & Safety Section of the Policy Manual and the regulations of the WCB and other statutory bodies.
- ? Carry out any other duties and functions prescribed by regulation under WCB and other statutory bodies.

Policy Audit: Annually as per Health & Safety Committee Work Plan

Date Issued: May 2004

Date Revised:

Position

Responsible: Executive Director, Health & Safety Committee

References:

- ✍ Collective Agreement - Terms of Reference for Health & Safety Committee
- ✍ OH&SC Work Plan Calendar
- ✍ OH&SC Safety Audit Report
- ✍ OH&SC Corrective Action Follow-up Report

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- ☒ WCB Regulations
 - ☒ Fire Code / Building Code
 - ☒ WHMIS (Workplace Hazardous Material Information System)
 - ☒ Community Care Facility Licensing (CCFL) Adult Care Regulations
 - ☒ CCFL Child Care Regulations
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INSPECTIONS

Internal Inspections

Inspections of each site will occur twice a year and will be conducted by two members of the Occupational Health and Safety Committee. The Safety Audit Report will be completed, signed by both members and submitted to the Executive Director at the Occupational Health and Safety Committee meeting following the inspections.

A corrective action plan will be generated from this report as appropriate. The Corrective Action Plan will include start and end dates, details of the issue, corrective action to be taken and identifies the personnel accountable for follow-up.

External Inspections

External inspections of each site will be conducted by a committee made up of a family member, a participant and a staff representative. In addition, the Fire Department will also conduct an inspection of emergency equipment such as fire extinguishers and emergency lighting at the Community Ventures Office sites. These inspections will occur twice a year. A Corrective Action Plan will also be completed following this inspection.

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INSPECTIONS WORK GROUP

STANDARDS	RESPONSIBILITIES	TIMELINES
<p>24. One external inspection is conducted annually:</p> <ul style="list-style-type: none"> a. By designated compliance/safety officer b. Written report c. Recommendations for areas needing improvement d. Action plan for improvements 	<p>Responsibility of Inspections Work Group.</p>	<p>Establish work group for December.</p> <p>Submissions of policy and procedures to OH&S Committee for review by the end of January 2004.</p>
<p>25. Self-inspections:</p> <ul style="list-style-type: none"> a. Twice a year b. Completed on a sample of all shifts c. Written report including areas covered, recommendations cited, action plan and results from action plan 	<p>Responsibility of Inspections Work Group.</p> <p>Procedures are already in place – need to be written.</p> <p>Need to write policy.</p>	