

EASTERN SYNOD HEALTH & SAFETY POLICY

This policy has been developed to serve as a guide and a frame of reference for the Health and Safety Representative and for all employees of the Eastern Synod office.

Every effort will be made to provide a safe, healthy work environment and to act in compliance with all applicable workplace health and safety legislation.

Each employee must protect his or her own health and safety by working in compliance with the law and with safe work practices established for the Eastern Synod office. All employees should consider health and safety in every activity.

Employer Commitment

The employer will take every reasonable precaution to provide a safe and healthy workplace for Synod Office employees. In addition to developing and posting a Health and Safety policy in the office, the employer will instruct, inform and supervise Eastern Synod office employees on how to protect their health and safety and to take every reasonable precaution in doing so. The Eastern Synod will:

- Establish and support the Health and Safety Representative to carry out his or her duties;
- Post all materials required under the Occupational Health and Safety Act (OHSA) and monitor any required preventative maintenance programs;
- Inform workers of hazardous materials and train them on storing, handling, using, transporting and disposing of these materials;
- Receive and review recommendations from the Health and Safety Representative and provide a written response within 21 days.

Health & Safety Representative:

As part of the requirements of the OHSA, a Health and Safety Representative has been appointed. The Representative has an advisory capacity and monitors key elements of the health and safety programs.

Responsibilities include:

- Inspect the workplace on a monthly basis to identify sources of danger/hazards and make recommendations to the employer for improvement of health and safety. Copies of the written workplace inspection reports will be kept and made accessible to all employees.
- Obtain information from and consult with the employer about hazards identified in the workplace and any testing being performed.
- Investigate any critical accidents and make recommendations to the employer
- Keep minutes of meetings and copies of any relevant reports or materials related to the health and safety program.

Employee Responsibilities:

- Completion of required occupational health and safety training.
- Performance of their duties in a manner conducive to a safe workplace, following all safety practices and procedures.
- Report, in writing, any incident, injury or hazard as outlined in procedures.
- Report any acts of violence or harassment in the workplace as per the Workplace Anti-Violence, Harassment and Sexual Harassment Policy.
- Promoting a hazard-free workplace.
- Learning the posted Emergency Plan pertaining to: Fire or Medical Emergency.

Approved by Synod Council – April 2017