

## HEALTH AND SAFETY POLICY

### PURPOSE

The purpose of this policy is to outline the duties of Parya Trillium Foundation (“Parya”) to protect the health and safety of its employees in their work environment.

### Scope

Employees, volunteers, onsite and offsite.

### Fire and other emergency evacuation procedures

All employees and volunteers will familiarize themselves with the Fire and Emergency Evacuation Procedures, which are posted around the building. In the event of an emergency evacuation of the building, it is expected that all employees and volunteers will assist others to leave the building by the nearest fire exit and assemble safely away from the building.

### No smoking policy

Parya endorses a no smoking policy on its premises.

### Securing the building

The manager or any other employee who is the last to leave the building is responsible for locking and alarming the building at the end of the day. Any employee or board member who enters the building after normal working hours when it has been secured and who has turned off the alarm system, is solely responsible for resecuring the building when they leave.

### Contractors working on the premises

No contractor or service provider will be allowed to start work in any area without the permission of the manager. Where the work to be undertaken is likely to effect programs or services, the manager will be responsible for liaising with the program provider in advance of the work beginning.

### Buddy System

When a worker is meeting a client for outreach, they must be accompanied by another employee or volunteer.

### Accidents, injuries and medical emergencies

All incidents requiring any form of first aid, hospitalization or calling of an ambulance occurring on site to employees, volunteers, clients or visitors must be reported. Similarly, any work related accident or injury to staff or volunteers occurring off site must be reported.

### Workplace harassment

Workplace harassment will not be tolerated from any person in the workplace including customers, clients, other employers, supervisors, workers and members of the public, as applicable.

### Definitions

Workplace includes any location in which employees and/or volunteers are engaged in activities necessary to perform their assignments whether onsite or offsite.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment.

Workplace sexual harassment means:

- a. engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b. making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

### **Bullying**

Bullying is an offensive, cruel, intimidating, insulting or humiliating behaviour that includes physical violence or the threat of physical violence. It can be physical or verbal, direct or indirect such as gossip. Bullying is considered harassment in general, unless there is physical contact or a threat of violence, where it is considered violence. Bullying is ill treatment that is not addressed under human rights legislation or criminal codes.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

### **Incident Management**

Workers are encouraged to report any incidents of workplace harassment to the manager.

If someone witnesses an act of workplace violence in progress or if an individual becomes violent and their safety is at risk, they should leave the area immediately and call 911 and inform their supervisor/manager.

Management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers, supervisors and workers are expected to adhere to this policy, and will be held responsible by the employer for not following it. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

### **Responsibility**

Everyone must be dedicated to the continuing objective of reducing risk of injury by following safe work practices and procedures.

Supervisors and the manager will be held accountable for the health and safety of staff under their supervision. Supervisors are responsible to ensure the workplace is safe and that staff and volunteers work in compliance with established safe work practices and procedures.

Every worker must 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 employer. Workers will receive information, training and competent supervision in their specific work tasks to protect their health and safety.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the president to the workers.