



**271 Frances Street**  
**Wingham, ON N0G2W0**  
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Subject: Health & Safety	Date Approved: April 6, 2009
Approved by: Board of Directors	Date Revised: January 21, 2015
Specific to: Board of Directors, staff, students & volunteers	Next Review Date: September 2017

**PURPOSE:**

The North Huron Family Health Team (NH FHT) is committed to the health and safety of its employees. Protection of employees from injury or occupational disease is a continuing objective. We will make every reasonable effort to provide a safe, healthy work environment. All supervisors and workers are dedicated to the continuing objective of reducing risk of injury. Health and safety is a joint responsibility of both management and workers.

As a non-voting member of the Wingham & District Hospital (WDH) Joint Health and Safety Committee, NH FHT is committed to promoting a safe and healthy workplace for all employees, contractors, customers and visitors. In pursuit of our commitment, NH FHT will develop, implement and enforce such policies and procedures that promote and provide a healthier, safer work environment. We will act in compliance with all applicable workplace health and safety legislation.

**POLICY:**

Orientation

All new employees, staff, students and volunteers will receive instructions on job safety and hazard awareness within the North Huron Family Health Team organization. Job hazards and safe procedures will be fully explained to each employee, before he/she begins work. All employees and their Director/Manager have the responsibility for the proper training of the employees reporting to them, overseeing that everyone works safely and that safe and healthy work conditions are maintained.

Communication

NH FHT encourages open communication on health and safety issues. It is essential to providing an injury-free and productive work environment.

- Health and safety comments will be reviewed by Management. The Management team will initiate an investigation on each reported and/or potential hazard.
- Employees are encouraged to inform their supervisor of any matter they perceive to be an actual or potential workplace hazard.
- Communication can be written or oral, and may be anonymous, if so desired.
- It is the role of the Joint Health and Safety Committee to ensure that any hazardous condition or act is followed up with a timely response or action and to ensure that the Executive Director is informed of the hazardous condition or act.
- It is the responsibility of the employer to maintain safe and healthy working conditions.

Responsibilities

- Board of Directors
  - They must ensure that resources are governed properly to achieve the health and safety requirements of employees, and that their policies comply with NH FHT legal obligations.
  - Review policy efficacy regularly, and direct revision where necessary.
  - Providing the Health & Safety Committee representative with a copy of all orders or reports issued to the employer by a Ministry of Labour Inspector informing the committee of any work-related incidents involving injury, death or occupational illness.
  
- Executive Director
  - Responsibilities include assistance in developing, implementing, and enforcing NH FHT policies and procedures.
  - Continually promote health and safety awareness with instruction, information, training and supervision to ensure the safe performance of employees.
  - Utilize the process of hazard identification, risk management and incident investigation.
  - Perform occupational health and safety inspections of the workplace to identify and control any and all hazards to employees.
  - Accountable for the health and safety of workers under their supervision.
  - Ensure that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures.
  - Ensure that employees, students and volunteers receive adequate training in their specific work tasks to protect their health and safety.
  - Ensure participation in the WDH health and safety meetings.
  - Liaise with government agencies to ensure workplace health and safety compliance.
  - Ensure health and safety inspections, and follow up to ensure the completion of necessary corrective actions.
  - Develop accident / incident reports and investigation procedures.
  - Maintain an up-to-date working knowledge of health and safety regulations as mandated locally, federally, or by the province.
  - Design and develop policies and procedures on workplace safety and health issues.
  - Review injury and illness trends, and identify problem areas and solutions.
  
- NH FHT Representative on the WDH Joint Health and Safety Committee (JHSC):
  - NHFHT is a tenant of the WDH and currently has representation on the WDH Joint Health and Safety Committee.
  - It is the responsibility of the NH FHT Representative to ensure that any hazardous condition or act in areas occupied by NH FHT is tracked by the WDH JHSC and followed up with a timely response or action.
  - The NH FHT Representative must ensure that the Executive Director is informed of any hazards, unsafe acts or unsafe conditions, whether reported or revealed through audits.
  - The NH FHT Representative must ensure that the WDH JHSC follows up with any individual who has reported a hazard, outlining the preventative or corrective measures taken.
  - The NH FHT Representative must ensure that the WDH JHSC conducts health & safety audits once per month and any findings tracked and followed up with a timely response or action.
  
- Employees



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- Responsible for compliance with occupational health and safety policies and procedures.
- Notify managers of any health and safety concerns, so that they may be dealt with promptly.
- 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 company.
- Use appropriate personal protective equipment as required.
- Report unsafe or potentially hazardous conditions, without fear of reprisal, to their Manager.

All Staff Are Responsible for the Following

- 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.
- Reporting of any incident, injury, hazards, unsafe acts/behaviors and/or unsafe conditions that could lead to an accident
- Reporting of any acts of violence or harassment in the workplace.
- Promoting a hazard-free workplace.
- Learning the posted Emergency Plan detailing their facilities procedures pertaining to: Fire, Weather, or Medical Emergency.