## SAFETY POLICY (5-19 EMPLOYEES)

The safety of our workforce is our top priority at [Organization Name]. The purpose of this policy is to outline [Organization Name]’s health and safety program which is intended to prevent injuries and occupational diseases.

POLICY

[Organization Name] will implement a health and safety program that is in full compliance with *Occupational Health and Safety Act and Regulation* (section 8.1(1)) and WorkSafe NB. The program will cover the following areas:

* the training and supervision of the employees in matters necessary to their health and safety;
* the preparation of written work procedures and codes of practice for the implementation of health and safety work practices;
* the identification of the types of work for which the work procedures are required at the places of employment of the employer;
* a hazard identification system that includes
	+ evaluation of the place of employment to identify potential hazards,
	+ procedures and schedules for inspections, and
	+ procedures for ensuring the reporting of hazards, prompt follow-up, and control of the hazards;
* a system for the prompt investigation of hazardous occurrences to determine their causes and the actions needed to prevent recurrences;
* a record management system that includes reports of employee training, accident statistics, work procedures and health and safety inspections, maintenance, follow-up and investigations; and
* monitoring the implementation and effectiveness of the program.

**Roles and Responsibilities**

At [Organization Name], all workplace parties have roles and responsibilities to work together to keep each other safe and healthy. The following roles have been sourced from the Occupational Health and Safety Act:

Duties of the Employer

* take every reasonable precaution to ensure the health and safety of its employees;
* comply with the Act, the regulations and any order made in accordance with this Act or the regulations; and
* ensure that its employees comply with this Act, the regulations and any order made in accordance with this Act or the regulations.
* acquaint an employee with any hazard in connection with the use, handling, storage, disposal and transport of any tool, equipment, machine, device or biological, chemical or physical agent;
* provide the information that is necessary to ensure an employee’s health and safety;
	+ provide the instruction that is necessary to ensure an employee’s health and safety;
	+ provide the training that is necessary to ensure an employee’s health and safety;
	+ ensure that work at the place of employment is competently supervised and that supervisors have sufficient knowledge of all of the following with respect to matters that are within the scope of the supervisor’s duties:
		- the Act and any regulations under this Act that apply to the place of employment;
		- any safety policy for the place of employment;
		- any health and safety program for the place of employment;
		- any health and safety procedures with respect to hazards in connection with the use, handling, storage, disposal and transport of any tool, equipment, machine, device or biological, chemical or physical agent by employees who work under the supervisor’s supervision and direction;
		- any protective equipment required to ensure the health and safety of the employees who work under the supervisor’s supervision and direction; and
		- any other matters that are necessary to ensure the health and safety of the employees who work under the supervisor’s supervision and direction;
	+ ensure that work at the place of employment is sufficiently supervised;
* provide and maintain in good condition such protective equipment as is required by regulation and ensure that such equipment is used by an employee in the course of work; and
* co-operate with a safety representative, where such a representative is in place.

Duties of the Supervisor

* take every reasonable precaution to ensure the health and safety of the employees who work under the supervisor’s supervision and direction;
* comply with this Act, the regulations and any order made in accordance with this Act or the regulations;
* ensure that the employees under the supervisor’s supervision and direction comply with this Act, the regulations and any order made in accordance with this Act or the regulations; and
* co-operate with
	+ the safety representative, and
	+ any person responsible for the enforcement of this Act and the regulations.
* acquaint the employees under the supervisor’s supervision and direction with any hazard in connection with the use, handling, storage, disposal and transport of any tool, equipment, machine, device, or biological, chemical or physical agent;
* provide the information that is necessary to ensure the health and safety of the employees under the supervisor’s supervision and direction; and
* provide the instruction that is necessary to ensure the health and safety of the employees under the supervisor’s supervision and direction.

Duties of Employees

* comply with this Act, the regulations and any order made in accordance with this Act or the regulations;
* conduct themselves to ensure their own health and safety and that of other persons at, in or near the employee’s place of employment;
* report to the employer or supervisor the existence of any hazard of which the employee is aware;
* wear or use such protective equipment as is required by regulation;
* consult and co-operate with the safety representative; and
* co-operate with any person responsible for the enforcement of this Act and the regulations.

Duties of the Representative

Please refer to the Health and Safety Representative Policy for the representative’s duties

**Program Measures**

The following measures are in place at [Organization Name] to prevent injuries and occupational diseases.

Regular Inspections

[Organization Name] will conduct regular inspections of the premises and all machinery tools, equipment, and workplace on a regular basis to look for any hazards that might cause injury or disease.

Some inspections, such as for equipment, may be done daily or in accordance with the directions supplied by the supplier and employees who are required to carry out these inspections will be trained accordingly. The representative will carry out inspections, whenever possible.

The place of employment will be inspected at least once a month to identify any risks to the health and safety of its employees.

If any unsafe or hazardous conditions are to be reported to management and dealt with promptly. Any significant issues or findings will be documented, and a copy will be provided to the representative and the workers.

Training and Supervision:

[Organization Name] will identify the types of work within the workplace and the safety procedures necessary for each type of work. We will then review the necessary health and safety policies and procedures with new employees, as required by the mandated legislation. This includes, but is not limited to:

* Health & Safety policy and program;
* Workplace/work-related hazards which employees may encounter;
* Job specific health and safety training (if applicable);
* Workplace Violence and Harassment policy;
* Workplace violence and harassment reporting procedure.

At a minimum each employee will also be provided with the following training, as required by the applicable mandated legislation:

* Occupational Health & Safety Awareness;
* Workplace Violence and Harassment; and
* WHMIS.

Hazard Identification

[Organization Name] will put a hazard identification system in place as outlined in the Hazard Identification Policy

Investigations

Incident or workplace refusal investigations will be carried out according to the rules set forth by the Occupational Health and Safety Regulation.

Record Keeping

[Organization Name] will properly maintain records and statistics health and safety records such as:

* reports of employee training
* accident statistics
* safety representative investigations and recommendations
* First Aid certifications and records
* Supervisor notes or records of safety related disciplinary actions

Monitoring

[Organization Name] will review this program in consultation with the safety representative at least once per year and will update the program as needed. A copy of the program and records will be provided to the representative or any employee, upon request.