

## **3.14 General Health & Safety Policy – Employees**

### ***Philosophy***

Burnaby Association for Community Inclusion is committed to promoting a safe and healthy workplace environment for its employees. Furthermore, BACI is committed to establishing and maintaining safe work practices through proper procedures and direction. All staff shares the responsibility to keep their workplace safe.

### ***Policy***

Burnaby Association for Community Inclusion will promote safe and healthy working conditions.

Managers, coordinators, and supervisors will: establish and appropriately maintain worksites and equipment, strive to eliminate physical and health hazards, develop work practices compliant with all applicable laws and regulations, and ensure employees are orientated in and follow the safe work practices and procedures.

Employees have a duty to follow safe work practices, comply with applicable laws and regulations, and participate in the maintenance of an overall safe working environment.

### ***Program Meetings***

Regular program meetings will include a discussion of health and safety issues, training, and follow-up. Minutes will be taken to document the discussion.

### ***Training***

Training and education are fundamental to successfully preventing injuries and accidents. BACI will ensure all employees are oriented and trained in the following workplace issues:

- Current and/or potential hazards and risks, and the corresponding prevention plans and protocols
- Correct measures or methods to lift or transfer supported individuals
- Proper use of all equipment and appliances, including those used for lifts and transfers
- Potential risks of aggression from supported individuals and the individual support plan, protocols and safety plans.

BACI will ensure that program supervisors/coordinators receive training in the following areas:

- Policy and procedures relating to health and safety

- Conducting risk assessments and safety inspections
- Reporting requirements for safety hazards, accidents, and injuries
- Proper use of equipment and appliances, including those used for lifts and transfers
- Potential risks in supporting individuals and the development of individual support plans/protocols.

### **Linking Policies**

- 1.11 Risk Management Policy
- 3.1 General Health & Safety Policy
- 3.2 Emergency Preparedness Policy
- 3.3 First Aid Policy
- 3.4 Universal Precautions Policy
- 3.5 Administering Medication Policy
- 3.6 Vehicle Policy
- 3.7 Substance Use, Impairment & Addiction Policy
- 3.8 Smoking Policy
- 3.9 Occupational Health & Safety Committee Policy
- 3.12 Reporting Critical Incidents Policy
- 3.13 WorkSafe BC Policy
- 3.15 Violence in the Workplace Policy
- 3.16 Investigation of Workplace Accidents Policy
- 3.17 Risk Assessment & Controls Policy
- 3.18 WHMIS Policy
- 4.5 Bullying & Harassment Policy
- 4.8 Professional Development Policy