

**Created: Dec 2010**

**Revised: Dec 2014, Dec 2015, Dec 2018**

### 8.12 VCHC HEALTH AND SAFETY PROGRAM

VCHC is a healthy and safe workplace because everyone takes responsibility for it. Our health and safety policy outlines the duties of the employer and of supervisors, and the rights and responsibilities of staff. The policy is part of new employee orientation, it is posted, and it is reviewed annually.

Our health and safety program is summarized in the table below. It addresses responsibility in health and safety, as well as the specific and general health and safety hazards/ issues at this workplace. The program has three components: Orientation and Training; Policies and Procedures; and Controls. This brief overview does not, of course, capture the detail provided in training programs and statements of policy and procedure. The program is expected to evolve as the centre grows and as changes in knowledge, techniques, and legislation occur.

	<i><b>Orientation and Training</b></i>	<i><b>Policies and Procedures</b></i>	<i><b>Controls</b></i>
<b>A. Responsibility for Health and Safety</b>			
Everyone	Actively participate in orientation and training programs, and support the maintenance of a healthy and safe organization	Know, understand, and follow policy and procedure	Report workplace hazards to supervisor; document accidents/injuries/incidents
JHSC	Promote the health and safety program, and recommend, implement and evaluate health and safety training and refresher training for all staff	Committee Terms of Reference	Monthly inspections; hazard assessments; review incident reports/trends; recommend and monitor controls
Supervisors	Orient new staff to health and safety policies, procedures,	Staff Orientation Policy and Checklist	Promptly respond to reports of hazards and incidents/near

	forms, workplace hazards and controls and the specific hazards in the job. Train in the proper use of equipment.		misses
<b>B. Specific Workplace Hazards</b>			
Hazardous Materials	WHMIS training for staff handling (or may come in contact with) hazardous materials at start of employment; refresher training for all staff annually	Health and Safety Training Policy	Adequate supplies of PPE's maintained; MSDS information available and current; first aid kits and eye wash stations in place; appropriate storage and disposal of hazardous waste
Infection	Mask Fitting and training for all staff; food handling training for relevant staff	Infection Control, Pandemic Plan, and Staff Immunization Policies	Hand wash stations; safe sharps; adequate supplies of PPE's maintained; certain immunizations offered in-house; screening staff and visitors during an infectious disease outbreak
Violence, including Domestic Violence, and Harassment	Awareness training on workplace violence and harassment provided for all staff (employees and supervisors)  Training provided for all staff in recognizing and de-escalating potential violence. Also, special training in crisis intervention for the CIRT	Managing Workplace Violence and Discrimination and Harassment-Free Policies; also, policies on Home Visits, and Managing Disruptive Clients/Visitors	Employees and supervisors watch an online video and successfully answer questions; need at least 70% to pass the training.  Annual training on crisis intervention and prevention  Crisis Intervention Response Team (CIRT) recruited and trained

			Panic buttons and portable alarms to summon help (See also, "Security" below)
<b>C. General Health &amp; Safety Issues/Safe Job Practices</b>			
Accident/Injury	Training provided for employees providing individual and/or group services in First Aid and CPR, and the operation of the AED; all staff receives training in use of personal protective equipment, fire extinguisher	Health and Safety Training Policy	First Aid supplies and crash cart maintained; Eye wash stations, AED, and medical expertise on site; resource materials for staff on safe job practices available on v-portal
Air Quality		Scent-Free Policy	Staff, volunteers, visitors, suppliers, and clients notified (and reminded) of the policy via e-mail, web site, internal postings, phone and in person
Security	Orientation and training in building security features and procedures for all new staff; annual evacuation and lockdown drills	Evacuation/Lockdown Policies; also, Early Closing Policy	Staff and visitors sign in/out; locks and key control; security camera; staff seeing clients do not work alone
Ontario Health and Safety Awareness training	As legislated by the Ontario government, the Ontario Health and Safety Awareness training is provided to all employees and supervisors	Health and Safety Training Policy	Employees and supervisors watch an online video and successfully answer questions; need at least 70% to pass the training.

**Note: All VCHC staff team is strongly encouraged to undertake professional development and training on Health and Safety. To that end, in addition to the training described above, health and safety training will be made available to all staff --independently of their field of work-- interested in furthering their knowledge in this area.**