



## 2.7.1 Health and Safety

### **Policy Statement**

St. Alban's Boys and Girls Club is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. The Club will make every effort to provide a safe, healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury.

St. Alban's Boys and Girls Club as the employer, is ultimately responsible for worker health and safety and every reasonable precaution will be taken for the protection of workers.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

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 company.

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 Board President to the workers.

### **Purpose**

In the province of Ontario, the health and safety responsibilities of everyone is specified in the Ontario Health and Safety Act and Regulations.

Responsibilities are prescribed in particular for the employer, supervisor and worker. Each party has specific responsibilities to meet. For details, refer to the current Occupational Health and Safety Act and Regulations, however, the following are summarized below:

#### Responsibilities of the Employer – St. Alban's Boys and Girls Club

The employer shall ensure that:

- a. The equipment, materials and protective devices required by the law are provided;
- b. The equipment, materials and protective devices provided are maintained in good condition as prescribed;
- c. The measures and procedures required by law are carried out;
- d. Information, instruction and supervision are provided to protect the health and safety of workers;
- e. A competent person is appointed as supervisor;

#### Responsibilities of the Supervisor

The Supervisor shall ensure that;



- a. Workers work with protective devices as required;
- b. Workers follow safety procedures required by the act and regulations;
- c. Workers are advised of any potential or actual danger to their health and safety;
- d. Workers are provided, where prescribed, with written instructions as to the measures and procedures to follow for their protection;

### Responsibilities of the Worker

The worker shall:

- a. Work in compliance with the provisions of the act and regulations;
- b. Use or wear the equipment, protective devices or clothing that the employer requires to be worn;
- c. Report to the employers or supervisor any problem with equipment which may endanger the worker or other workers;
- d. Report to the employer or supervisor any contravention of the act or regulations and of any hazards on the job site;
- e. Never work in a manner that may endanger anyone (i.e. remove any guards from a tool or piece of equipment;)
- f. Never engage in any prank, contest, feat of strength, unnecessary running, rough and boisterous conduct in the workplace;

### Responsibilities of the Joint Health and Safety Committee

- a. The health and safety representative performs site inspections;
- b. Helps to mediate disputes over unsafe conditions;
- c. May assist in investigating serious accidents;
- d. Confers with supervisor, workers and Ministry of Labour inspectors whenever necessary;
- e. The representatives will investigate all critical injuries;
- f. A Health and Safety Representative will be effective only where there is full cooperation and respect between representative, management and the workforce;

### Inspectors

- a. A Ministry of Labour Inspector can visit the Club at any time and exercise fairly broad powers to inspect, ask questions and give orders. If an Inspector arrives at the building, the Manager/Supervisor on duty must be informed immediately. If an Inspector approaches a worker directly, the worker shall honestly answer all questions and cooperate. The supervisor must be informed of any orders given or recommendations made.

### **Responsibility**

Executive Director, Director of Operations, Community Directors are responsible to ensure this policy and procedures are followed.



**Evidence**

Staff are aware of the Joint Health and Safety Committee (JHSC)  
JHSC meets regularly and minutes are posted at all program sites.  
Site inspections are completed monthly by JHSC.  
All JHSC recommendations are considered.

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2.7.2 Workplace Violence

**Policy Statement**

The St. Alban's Boys and Girls Club is committed to the prevention of workplace violence and promotes a violence free workplace in which all parties work together to achieve mutual health and safety goals. Any act of violence committed by or against any member of our workplace or the public will not be tolerated.

The Club is committed to investigating reported incidents of workplace violence in a timely manner, taking the necessary action to respond to those events and providing support for complainants. The Club is committed to ensuring that staff, volunteers, members and visitors are able to work and participate in an environment in which all are treated with respect and dignity.

**Definition**

"Workplace violence" is defined as:

- a. The exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker;
- b. An attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker;
- c. A statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker;
- d. Domestic violence that could cause injury to the worker in the workplace;
- e. Community violence that could cause injury workers in the workplace;

**Purpose**

The purpose of the policy is to ensure that all Club employees and volunteers are aware of and understand that acts of workplace violence are considered a serious offence for which appropriate action will be taken. Those who are subjected to acts of workplace violence are encouraged to report incidents so that complaints can be thoroughly investigated.



- a. Club Leaders (employee or volunteers) shall not subject any person or persons to workplace violence or allow conditions that support workplace violence.
- b. Any leader that subjects an employee, volunteer, member, agent or contractor to workplace violence may be subject to disciplinary action, up to and including dismissal.
- c. Managers and supervisors have the responsibility to act respectfully and promote a respectful work place environment that minimizes the risk of workplace violence.
- d. Managers and supervisors ensure all leaders understand who to contact regarding concerns about the work place violence or reporting an incident.
- e. Leaders have a responsibility to act respectfully towards others and to ensure their own personal safety in the event of workplace violence.
- f. A Leader subjected to workplace violence or feels at risk of potential workplace violence should seek immediate assistance as required from the staff team, supervisors, and/or emergency services;
- g. Leaders who witness or suspect workplace violence should seek immediate assistance as required from the staff team, supervisors, and/or emergency services.
- h. Incidents must be reported to the Leader's immediate supervisor or manager.
- i. All leaders have a responsibility to co-operate with any efforts to review, investigate and resolve matters pertaining to workplace violence.

### Reporting

- a. Leaders subjected to workplace violence should let their objections be known to the alleged offender directly, or with the assistance of a third party.
- b. Leaders subjected to workplace violence may receive support from their supervisor or Community Development Coordinator to communicate their objections to the incident and/or to prepare a formal complaint if they so choose.
- c. The complainant should record details of the incident, the nature of the violent act and names of person(s) who may have witnessed the incident.
- d. Reported incidents will be held in strict confidentiality in order to properly investigate the incident and to offer adequate support to those involved. Individuals aware of incidents of workplace violence must not disclose details of the incident without prior consent from the complainant.
- e. All parties involved in dealing with a complaint must ensure that the complainant is neither penalized nor treated unfairly as a result of reporting the incident. Reprisals will not be tolerated and disciplinary action will be taken against those who engage in such activity.
- f. Upon receipt of a formal complaint of workplace violence the Director of Operations or Community Directors/ Coordinator will start an investigation with the Executive Director or Board President if the Executive Director or Director of Operations are involved in the complaint.
- g. The investigation will explore the alleged incident by interviewing the complainant, alleged violator, or those who may have knowledge of the circumstances that led to the complaint.
- h. The investigation team will inform the Club's board president of allegation and the status of the investigation.



- i. The investigation may find sufficient evidence that the incident violated this policy, insufficient evidence of violation of this policy, or no violation of this policy. A written report detailing the findings of the incident will be completed.
- j. The Executive Director will immediately advise the complainant and alleged violator in writing of the outcome.

#### Corrective Action

- a. The Executive Director will consider the following conditions when determining corrective action (if required):
  - i. The impact of the incident on the complainant
  - ii. The nature and aggressiveness of the incident
  - iii. Frequency of incidents
- b. The following corrective actions may be considered depending on the incident and the factors listed above:
  - i. Formal apology
  - ii. Training
  - iii. Relocation
  - iv. Suspension
  - v. Termination
  - vi. Legal action
- c. A leader that submits a complaint in good faith, even where the complaint cannot be proven, will not have been deemed to be in violation of this policy. If an investigation reveals that the complainant made false accusations of workplace violence knowingly or in a malicious manner, the complainant will be subject to disciplinary action, up to and including termination.
- d. Leaders may choose to pursue other avenues to remedy any incident of workplace violence, such as criminal or civil action.

#### Workplace Violence Prevention Program

St. Alban's Boys and Girls Club commitment to a violence free workplace is an integral part of this organization.

- a. The Director of Operations and the Community Directors will conduct an annual violence risk assessment of workplace violence or as required. They will consider
  - i. Circumstances that are common to similar workplaces
  - ii. Circumstances specific to the workplace
  - iii. Changes to the workplace and the community
  - iv. Leaders input
  - v. Past workplace violence reports or complaints and assessments



- b. From this annual assessment The Director of Operations and the Community Directors will ensure health and safety communication is shared to all leaders in their communities through training, site information boards, web page and email.
- c. Training of leaders includes
  - i. Respectful Workplace
  - ii. Violence and harassment in the work place
- d. The Club workplace violence policy and program will be posted on the Club web page.
- e. This policy will be evaluated and reviewed on an annual basis to ensure that it conforms to the Occupational Health and Safety Act and that it continues to reflect the commitment to the health and wellbeing of our employees.

### **Responsibility**

Executive Director, Director of Operations and or Community Directors are responsible to ensure this policy and procedures are followed.

### **Evidence**

Policy reviewed annually or as required

## 2.7.3 Harassment

### **Policy Statement**

St. Alban's Boys and Girls Club is committed to ensuring that staff, volunteers, members and visitors are able to work and participate in an environment in which all are treated with respect and dignity.

### **Definition**

Harassment is any improper conduct by an individual, that is directed at and offensive to another person or persons in the workplace, and that the individual knew or ought reasonably to have known would cause offence or harm.

### **Purpose**

A work and play environment, free of harassment reflects the mission statement and core values of the organization.

- a. Staff, volunteers, members and visitors need to be aware of their right to a harassment free environment at St. Alban's Boys and Girls Club.
- b. Any staff, volunteer, member or visitor who feels that they are the victim of harassment shall inform the President or the Executive Director immediately. The matter shall be investigated forthwith.
- c. Managers and supervisors have the responsibility to act respectfully and promote a respectful work place environment that minimizes the risk of workplace harassment.



- d. Managers and supervisors ensure all leaders understand who to contact regarding concerns about the workplace harassment or reporting an incident.
- e. Leaders have a responsibility to act respectfully towards others and to ensure their own personal safety.
- f. A Leader subjected to workplace harassment or feels at risk of potential violence should seek immediate assistance as required from the staff team, supervisors, and/or emergency services
- g. Leaders who witness or suspects workplace harassment should seek immediate assistance as required from the staff team, supervisors, and/or emergency services.
- h. Incidents must be reported to the Leader's immediate supervisor or manager.
- i. All leaders have a responsibility to co-operate with any efforts to review and investigate and resolve matters pertaining to workplace harassment.

### **Reporting**

- a. Leaders subjected to workplace harassment should let their objections be known to the alleged offender directly, or with the assistance of a third party.
- b. Leaders subjected to workplace harassment may receive support from their supervisor or Community Directors to communicate their objections to the incident and/or to prepare a formal complaint if they so choose.
- c. The complainant should record details of the incident, the nature of the act and names of person(s) who may have witnessed the incident.
- d. Reported incidents will be held in strict confidentiality in order to properly investigate the incident and to offer adequate support to those involved. Individuals aware of incidents of workplace harassment must not disclose details of the incident without prior consent from the complainant.
- e. All parties involved in dealing with a complaint must ensure that the complainant is neither penalized nor treated unfairly as a result of reporting the incident. Reprisals will not be tolerated and disciplinary action will be taken against those who engage in such activity.
- f. Upon receipt of a formal complaint of workplace violence the Director of Operations or Community Directors will start an investigation with the Executive Director or Board president if the Executive Director or Director of Operations are part of the complaint.
- g. The investigation will explore the alleged incident by interviewing the complainant, alleged violator, or those who may have knowledge of the circumstances that led to the complaint.
- h. The investigation team will inform the Club's board president of allegation and the status of the investigation.
- i. The investigation may find sufficient evidence that the incident violated this policy, insufficient evidence of violation of this policy, or no violation of this policy. A written report detailing the findings of the incident will be completed.
- j. The Executive Director will advise the complainant and alleged violator in writing of the outcome.



- k. The Executive Director will consider the following conditions when determining corrective action (if required):
  - i. The impact of the incident on the complainant
  - ii. The nature and aggressiveness of the incident
  - iii. Frequency of incidents
- l. The following corrective actions may be considered depending on the incident and the factors listed above:
  - i. Formal apology
  - ii. Training
  - iii. Relocation
  - iv. Suspension
  - v. Termination
  - vi. Legal action
- m. A leader that submits a complaint in good faith, even where the complaint cannot be proven, will not have been deemed to be in violation of this policy. If an investigation reveals that the complainant made false accusations of workplace harassment knowingly or in a malicious manner, the complainant will be subject to disciplinary action, up to and including termination.
- n. Leaders may choose to pursue other avenues to remedy any incident of workplace harassment such as criminal or civil action.

### **Prevention Plan**

The management endeavors to make St. Alban's Boys and Girls Club a place in which harassment is unlikely to occur, where everyone is treated with respect and dignity.

### **Raising awareness**

- a. Training is provided (HR Downloads and the Club) for leaders on raising awareness, conflict and dispute resolution and eliminating harassment .
- b. Supervisors and management will discuss the harassment policy with leaders, either individually or at meetings and trainings
- c. Supervisors and managers will explain the consequences of harassment in the workplace.
- d. Regardless of the source of harassment, whether it be from co-workers, supervisors, managers, other employees, contractors, students, casual employees, agency personnel, volunteers, clients or service providers, it is not acceptable and leaders must inform their supervisor or manager if it happens.
- e. Supervisors and managers are role models and they:
  - i. Behave ethically and responsibly at all times, thereby setting an example for leaders.
  - ii. Treat all persons in the workplace with respect.
  - iii. Do not take part in or be silent about behaviour that qualifies as harassment or inappropriate behaviour.
  - iv. Are sensitive to individual needs.
  - v. Make use of conflict resolution techniques and effective communication.





Supervisors and managers monitor the atmosphere in the workplace and:

- a. Are aware of moral, inquire about morale, and take note of how your leaders interact.
- b. Watch out for insults or derogatory jokes, even those that appear to be friendly teasing.
- c. Be alert to certain elements of interactions, such as the tone and volume of conversations involving employees, contractors, volunteers, clients or service providers.

Supervisors and managers watch out for characteristics of an unhealthy work environment.

**Responsibility**

Executive Director, Director of Operations and or Community Directors are responsible to ensure this policy and procedures are followed.

**Evidence**

Leaders are trained in the prevention of workplace harassment.

Leaders model respectful, inclusive behavior in the workplace.