

## 901-Health & Safety Policy

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*Approved July 2019*

YW Calgary is committed to a health and safety management program that protects our employees, our volunteers, our clients, contractors, and the general public who enter onto our property.

Employees, supervisors and workers at every level are responsible and accountable for the organization's health and safety performance. Active participation by everyone, every day, in every job is necessary for the safety excellence this organization expects. Health and safety excellence includes the promotion and maintenance of the highest degree of physical, psychological, and social well-being of all employees. Our goal is a healthy, injury free workplace for all. By working together, we can achieve this goal.

YW Calgary will ensure:

- The health and safety of employees and volunteers at work,
- The health and safety of other persons at or near our work sites who may be affected by hazards originating from the work site,
- That employees and volunteers are aware of their occupational health and safety rights and duties,
- That employees and volunteers are not subjected to or participate in harassment or violence at work,
- That employees and volunteers are supervised by a person who is competent and familiar with the Occupational Health and Safety Act, Regulations, and the Code,
- They consult and cooperate with the Health and Safety Committee and Representatives,
- That health and safety concerns are resolved in a timely manner,
- Where a contractor is required, they are advised of all the supervisors, employees and volunteers names who they will be working with, and
- That supervisors, employees and volunteers are adequately trained for the protection of health, safety and wellness at work.

Supervisors will ensure:

- They are competent to supervise the employees and volunteers under their supervision,
- The employees and volunteers under their supervision work in accordance with procedures and measures required by the Act, Regulations and Code,
- Employees and volunteers under their supervision use all hazard controls and properly use or wear the personal protective equipment required by the employer or under the Act, Regulation or Code,
- That employees and volunteers are not subjected to or participate in harassment or violence at work,
- That they take all precautions necessary to protect the health and safety of every employee and volunteer under their supervision,
- That they advise every employee and volunteer under their supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work, and
- That they report concerns about an unsafe or harmful work site act or condition that occurs/exist or has occurred/existed to their supervisor.



Employees and Volunteers will:

- Protect the health and safety of themselves and other people at or near the work site.
- Cooperate with their supervisor and the organization to protect the health and safety of themselves and others.
- Use and wear devices and personal protective equipment required by the organization or the Act, Regulation or Code.
- Refrain from causing or participating in harassment or violence.
- Report concerns about an unsafe or harmful work site act or condition that occurs/exists to their supervisor.

In addition, supervisors, employees and volunteers will cooperate with any person exercising a duty imposed by the Occupational Health and Safety Act, Regulations, or Code, and comply with the Act, Regulation, and Code and any workplace policies, procedures, and codes of practice.

Other workers (e.g. contractors, suppliers, or service providers) will comply with the Occupational Health and Safety Act, Regulation and Code and site policies.

## 904-Working Alone

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*Approved March 2015*

YW Calgary strives to provide a safe and secure work environment for all staff. Legislation and YW Calgary policy does not forbid a person from working on their own in an office setting however YW Calgary wants to ensure that adequate measures are taken to protect staff who work on their own. Staff should also ensure they are familiar with the Workplace Violence Policy and Procedures and have an up to date Personal Safety Plan.

YW Calgary offers different programs some of which have more specific protocols and you are expected to know your program policies.

To ensure that adequate measures are taken to protect employees who are working alone YW Calgary will:

- Continually assess work areas for potential hazards and take measures to eliminate or reduce these hazards (Building Operations and the Health and Safety Committee).
- Have an effective communication system available for employees to summon help in the case of an accident or emergency.
- Maintain a Health and Safety Committee that will conduct assessments and recommend/implement solutions to the leadership team.
- Ensure incidents are reported, investigated, documented and followed up.

### Staff Responsibilities

- Know and be familiar with the Working Alone and Workplace Violence Policies and Procedures.
- Take reasonable care to protect the health and safety of yourself, clients and colleagues while working.



- Complete and regularly update a Personal Safety Plan.
- Report all work site incidents within 24 hours to your supervisor and complete an Incident Report.

### Training

- Learn the fire safety procedures.
- Ensure you attend any personal safety training provided by YW Calgary.

### Safe Work

- Prepare a Personal Safety Plan and update it regularly or when your work schedule/activities change requiring a new plan in consultation with your supervisor.
- When attending offsite meetings have a means of communication and communicate where you are going to your supervisor or co-worker and the expected time of return.
- Hold meetings with clients at YW Calgary or in a public place when possible.
- If you have concerns about where you are going arrange for a call back procedure with a co-worker. You will call your co-worker or they will call you.
- If you don't intend on returning to the office after an offsite meeting indicate that in your schedule.
- Ensure your Personal Safety Plan includes advising your family of your schedule.

### Communication

- Report suspicious activity to the Calgary Police Service **403.266.1234**.
- Ensure you know who else is working evenings with you, where they will be and their departure time.
- Pre-arrange your departure routine with your colleague, i.e. will you both do the final building check together, can you go to the C-train together, or share a ride, etc.

### Site Security

- After 9:00 pm, visitors to the downtown location will have to state their purpose for being in the building, and only Transitional Housing residents should have access.
- Sheriff King House will allow access only to expected clients, guests, staff and volunteers. Everyone must sign in at reception.
- If you encounter someone in your work area that doesn't appear to belong there, ask them if they need assistance and/or direct them.
- Lock your office door when leaving your office unattended.
- Never leave your personal property in an open area or unlocked cabinet.