

Red Seal Recruiting Solutions Ltd.

Policy No.:	6 - 001	Title:	Occupational Health and Safety Policy
Area:	HR	Date:	February 23, 2017

Purpose

This provides an overview of the health and safety in Red Seal and the responsibilities of the employer and employees.

Overview

The responsibilities of the employer, employees, and safety committee are clearly defined in this document in order to ensure the safety, health, and security of all employees.

Health and Safety Policy

Red Seal is committed to providing and maintaining a safe and healthy workplace, and the information, training and supervision needed to achieve this. It is Red Seal's policy to ensure that the health, safety, and welfare of all employees are never compromised.

To achieve this, Red Seal is responsible for providing workers with adequate instruction in health and safety and for addressing unsafe situations in a timely manner. Employees need to be aware of their responsibilities and use their due diligence to ensure they work safely, complying with the health and safety policy. Red Seal encourages all employees to play an active role in maintaining a safe and healthy workplace.

Employer's Responsibilities:

- Providing a safe working environment
- Establish and maintain the Health and Safety program
- Conduct an annual review in January of each year
- Orient new workers (Appendix A) and continuously train workers
- Conduct monthly staff safety meetings (Appendix B)
- Perform inspections and investigations, correcting unsafe conditions when needed (Appendix C)
- Report any safety or health hazards in a timely manner

Workers' Responsibilities:

- Play an active role in maintaining a safe and healthy workplace for all co-workers
- Being involved in the workplace health and safety program
- Sticking to correct procedures and equipment
- Reporting any pain or discomfort as soon as possible
- Ensuring all accidents and incidents are reported
- Helping new employees, trainees and visitors to the workplace understand the right safety procedures and why they exist (Appendix A)
- Telling the manager immediately of any health and safety concerns
- Keeping the work place tidy to minimize the risk of any trips and falls

Accommodation

If an employee has difficulty working or is unable to work due to sickness or injury a supervisor and or a health professional will work to assist them in being able to work. This may involve requesting input or guidance from a doctor or occupation professional in order to plan for accommodation. Communicating the status of one's ability to work is the responsibility of the employee. Participation in accommodation is mandatory and may include a plan to start in a part time or modified duty to assist in a return to full time employment.

Acknowledgement & Agreement

I, _____(Employee Name), acknowledge that I have read and understand the Occupational Health and Safety Policy. I will maintain a safe working environment and comply with the rules in the Health and Safety guide. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this Policy.

Name: _____

Signature: _____

Date: _____

Witness: _____