

GEORGETOWN CHRISTIAN REFORMED CHURCH HEALTH AND SAFETY POLICY

As employer, Christian Reformed Church of Georgetown (GCRC), we follow the Occupational Health and Safety Act. We have prepared and will review annually, this written occupational health and safety policy, and we have developed and maintain a program to implement that policy [clause 25(2)(j) of the Act]. This document is the response to that requirement. It applies to all staff, all students on volunteer credit assignments for us, but not to volunteers. This policy and associated manual were prepared following Ontario Ministry of Labour tools and adjusted from time to time by the employer as new situations or risks become known.

The employer and senior management (Council) of GCRC are vitally interested in the health and safety of its employees and volunteers subject to MOL regulations. Protection from injury or occupational disease is a major continuing objective.

GCRC will make every effort to provide a safe, healthy work environment. GCRC supervisors, employees & volunteers are dedicated to this continuing objective of reducing risk of injury.

As current Chairperson of the council of GCRC, I commit that the church and I will comply with our duties under the Act, taking every reasonable precaution for the protection of employees & volunteers in the church.

Supervisors will be held accountable for the health and safety of employees & volunteers under their supervision. Supervisors are subject to various duties in the workplace, including the duty to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures.

Every employee & volunteer 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 employer. Employees & volunteers will receive information, training and competent supervision in their specific work tasks to protect their health and safety.

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.

In addition to the policy the employer, GCRC, has a program in place to implement that policy. That program is attached to the extent developed.

In addition, each employee shall have a written contract, stipulating duties, roles and expectations Those duties with respect to the contract and policy are to implement and follow the safe work policy herein and safe practices.

The office administrator will prepare the materials for review at the September council meeting of each year. Council may establish a review process to approve or amend the manual and policy at that time.

Chairperson signature

Date_____

Chairperson name

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TRAINING MANUAL

Procedures and Methods

This document forms part of the policies and procedures for Christian Reformed Church of Georgetown (GCRC). Everyone should be able to work in a safe and healthy workplace.

1) NEW EMPLOYEE TRAINING OR REFRESHER TRAINING

The employer (GCRC) requires all training materials be completed, used and shall be saved in the employee's file. A standard training regiment follows, adjusted as needed. A signed copy of the training manual and policy and any certificates shall be saved either on paper (or in pdf form) in the GCRC's employee file. Failure to follow the policy may result in actions up to and including dismissal without cause.

2) Worker training

a) Know your rights

Know your rights training will be using the MOL e-learning tool at <https://www.labour.gov.on.ca/english/hs/elearn/worker/index.php>

The certificate shall be printed and placed in the employee's file.

b) WHMIS

New employees shall complete the WHMIS training below at:

<https://www.canada.ca/en/health-canada/services/environmental-workplace-health/occupational-health-safety/workplace-hazardous-materials-information-system/whmis-transition/course-facilitate-transition-whmis-2015.html> and shall print out proof of completion and it shall be saved to file.

c) Policy and Procedures Manual

Each new employee shall be responsible to learn the materials in the manual. When errors or risks become known by the employee, these shall immediately be brought to the attention of senior staff and GCRC's council Chair.

d) Safe Church Policy

Employees & volunteers shall follow the Safe Church Policy. No two persons may be in a non-windowed room, doing so would violate safe church policy. Employees & volunteers who violate safe church policy will be firmly reminded of this policy.

3) Workplace

a) Chemicals in the Work Place

A list of chemicals in the work place and WHMIS information will be prepared. In general, only office related cleaning products will be kept in GCRC building. A list of those chemicals, their WHMIS sheets, and their locations is appended hereto.

b) Alcohol and Drug Abuse

Alcohol and drugs can impair judgement and safety. No staff persons who are impaired may be in the work place. it is noted the half life of drugs and chemicals in the body varies by person and chemical so that impairment may still be possible hours later. Any person who causes and injury or harm or accident while employed by the church may be immediately suspended or and the employer may require (employee assistance approach) be used for a first

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"offence". Habitual 'hooked' impairment whether by illness or failing, can in some cases be overcome with treatment, and where agreed to, the employer may at its sole discretion offer such support. This policy is the first warning that any impairment leading to injury, will result in a reprimand to file and following a second incident to immediate termination. Voluntary pre-incident treatment support shall be considered a reasonable proof of first intent and for employer (at its sole discretion) support to start and continue. Where the abuse is ongoing, the employee may be suspended, given leave of absence with or without pay, or be dismissed with cause.

c) Addiction

Where there is an addiction (drugs, alcohol, sex, pornography, gaming, gambling, theft, etc) prior to an incident an employee may seek employer support (which may or may not be given) for treatment. Given that addiction is hard to overcome, that the addiction and related behaviours may reassert, the employer (at its sole discretion) may provide one or more recovery programs.

The offering of support is at the discretion of the employer if the addiction impacts on staff, volunteers, children, or the public in any way. The offering of support is not an employee right, but it is our intent to do so if within our resources and capability.

Any 'addicted' staff likely to cause harm while working, involving any congregant or child, may be dismissed.

d) Surfaces and Trip Hazards

In general, all surfaces shall be kept dry and free of trip hazards. Any on floor element over 15mm (~.5 inch) high is considered a trip hazard and shall have safety tape adhering so that it is visible.

All aisles, walking, and use areas shall be kept free of debris and goods by all staff, appropriate to their role. Where such hazards or risks are noted, the person shall take immediate steps to make the hazard known (flags, signs) or shall safely block off the area.

Gravel, debris, toys, small toys and paper may be 'slip-prone' for those walking on them. Such materials shall be kept neat and from walking surfaces.

Ice, rain, snow, sleet may cause slippery conditions. Staff and workers shall take action to notify the caretaking staff or others with designated responsibility, or shall themselves take on the task if urgent, to make walks, surfaces, and the like, safe or to block access.

e) Work At Heights

Only those trained to work on ladders or at heights may work on ladders, scaffolds etc. Chairs, tables are not proper tools to work at heights. When on ladders, do not reach more than 900 mm (~3 ft) from the ladder in any direction.

f) Lifting

Lifting shall not be done of weights exceeding 25kgs (~50 lbs) without help of lifting devices or a second person. Lifting should be done through the legs and not waist.

g) Fire

GCRC has a fire alarm system. In the event of an alarm or of a fire, all employees and volunteers shall seek the nearest safe exit, and if safely possible, immediately exit, sweeping for other staff, other occupants as they leave, locking rooms, if safe to do so, as they leave. Doors will normally be at least closed to attempt to reduce oxygen sources for

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fires. In warm weather the muster point for all staff and visitors shall be the rear of the school next door in the open yard. In cold weather the muster point may include parked cars at least 30m (~100 ft) from the building. The senior person on site shall review the muster list and determine if there are missing individuals. If appropriate, staff shall log all visitors in during the week day for use at the muster point.

A fire drill will be run for non service times with staff 2 times per year led by senior staff or the maintenance committee.

The general fire safety plan shall also be used for staff.

4) Work Place Violence and Harassment

This sets out the employer's policy and procedure for workplace violence and harassment. The employer policy is that no employee may cause, incite, allow, etc. workplace violence or harassment while on GCRC grounds, GCRC business and if undertaken outside of business, and in all cases violence can or may be grounds for immediate 'with cause' dismissal.

i) Definitions

Workplace violence means:

- the exercise of physical force, or an attempt to exercise physical, by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- a statement or behaviour that it 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.

Workplace harassment means:

- engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; or

Workplace sexual harassment means:

- engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or
- making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

ii) Workplace violence

Workplace violence may include hitting a worker, throwing objects at a worker, sexual violence, or threats, whether conveyed verbally, in writing, or through behaviour. A customer, client, patient, student, co-worker, supervisor, or a stranger could be violent or threaten to be violent in the workplace. No worker, volunteer, child, visitor, or member should need to bear such violence and has the support of the employer to take the matter to the council, pastor, classis, etc. as may be evident or as may be appropriate or required by law. Witnessing workplace violence in silence may be a cause for immediate dismissal.

iii) Assessment

The Employer proactively assesses the following as risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work.

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Non-Member Money Solicitors: From time-to-time persons visit the church to obtain charitable funding for “reason”. If denied, these persons may take exception. The church shall post a policy note at the office door that no cash is kept on premises and that no cash may be given out, and that all benevolent financial matters are carried out only by GCRC deacons.

Family Breakdown: From time to time, at times of family breakdown, when the church seeks to help, violence may arise and the pastor or responding parties could be harmed. Those going to such a home shall be prepare a plan for exit, shall keep themselves sitting or standing along a path for unblocked access from the room or space in use. Where pre threat assessments indicate high the church requires at least 2 persons to attend, and if necessary for police to be called. Once an initial threat is made the police shall be called and trained responders shall be engaged for care to continue. The employer policy is no person shall put themselves or others in risk of violence.

Drugs, Mental Illness and Brain Injury: Some persons may be or become violent due to drugs, mental illness or brain injury, (not in vast majority of cases) yet they deserve care and support. Where such violence is known or expected, appropriate workers and police shall be included in the care team.

Self-Violence: Where suicide is threatened, this shall be considered an immediate threat requiring appropriate care such as, reporting to the police or if the person is willing, go immediately to a health care facility. In no case should person threatening self-violence be left unsupported by staff and appropriate care shall be provided for.

iv) Worker on Worker, Worker on Public, Public on Worker Violence

Workers are to immediately report violence to the chairperson of council setting out the time, the parties, the words, the actions, measures taken, need for intervention, etc.

The chairman shall appoint a person or persons to investigate all reported violence, who are ‘at arm’s length’ in the situation (e.g. not remotely connected to those involved in the conflict).

v) Domestic violence

If the Employer is or becomes reasonably aware, that domestic violence may occur in the workplace when the family member visits, then reasonable actions to protect the worker may include: locking the doors, removing the worker by a safe route, police intervention or crisis intervention.

vi) Communication

The employer and staff will provide information to a worker and volunteers about a risk of workplace or off premise violence from a person with a history of violent behaviour, if it can be expected that person may cause harm in the course of work or interactions. Personal information may be disclosed, but only what is reasonably necessary to protect the worker from physical injury.

5) Work refusal

Workers have the right to refuse work if they have a reason to believe they are in danger from workplace violence. Workers will not in general be allowed to put themselves at risk.

i) Workplace harassment

Workplace harassment may include bullying, intimidating or offensive jokes or innuendos, displaying or circulating offensive pictures or materials, or offensive or intimidating phone calls, emails, or other communications. It also includes workplace sexual harassment. A worker could be harassed at work by a customer, client, patient, student, co-worker, supervisor, or a stranger.

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ii) Policy and program for workplace harassment

If harassment occurs or is thought to occur, the employee shall notify the person causing the harassment and / or the chair or council as soon as practical, understanding that one need not assume reasonable responses, in which case Shalem may be called to intervene under the CAP program.

The chair will cause person or persons to investigate the matter and report. No conflict of interest in the parties (e.g. family) should exist. Confidentiality shall be maintained by hiring SHALEM or similar to intervene if needed. The final report will be submitted to the chair and or council, anonymized and to the worker by SHALEM or similar.

iii) Duties

To protect a worker from workplace harassment, the employer will:

- Provide crisis support workers when appropriate.
- Arrange for SHALEM or another appropriate agency, to carry out investigations into the incidents and complaints of workplace harassment;
- Inform worker who has allegedly experienced workplace harassment and the alleged harasser, if he or she is a worker of the employer, in writing of the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation;
- Review the harassment program annually.
- Not fire a harassed person without cause due to reporting confirmed harassment.

The employer will notify the Ministry of Labour when a person is critically injured or killed in a workplace, which includes situations when the cause is workplace violence.

iv) Law

Where this policy and procedure come in conflict with the law, the more protective of the law or policy shall apply, except that as a minimum the law shall be complied with.

6) Persons

The employer recognizes that persons may be defined by both internal and external labels, stories, or idealizations. Our church speaks to the per true person without considering the external or internal labels, self-stories, or idealizations, and expects employees to treat all persons with dignity and respect in love.

_____ Annual Review Date

_____ Annual Approval Signature Chair of Council:

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DECLARATION MADE WITHOUT COERCION AND OF MY OWN FREE WILL

I _____, have read the Health and Safety Policy of the Employer and the associated materials in the document and agree to abide by them. If further safety means become evident to me, I will promptly notify management as part of my joint responsibility to ensure a healthy and safe workplace and environment. I agree that repeated warned failure to comply to health and safety practises may be taken to be proof of incompetence or failure, which may be cause for dismissal at the sole discretion of the employer.

signature

Date_____