



OCCUPATIONAL HEALTH AND SAFETY POLICY

Purpose:

Green Thumbs Growing Kids is dedicated to providing a healthy and safe working environment compliant with the Ontario Occupational Health and Safety Act to insure protection of workers from injury or other occupational hazard.

Definitions:

“GTGK” - means Green Thumbs Growing Kids.

“Workers” – means Staff, Contractors, Volunteers, Co-op and Placement Students.

“The Act” – means Occupational Health and Safety Act.

Policy Statement:

GTGK is fully committed to providing and maintaining a safe and healthy work environment for all of its workers. GTGK will ensure that its operations are conducted in a manner that is consistent with reasonable standards of health and safety (including all applicable legislated standards) in order to prevent or reduce accidents, injuries or illness. In addition, all workers share the responsibility to protect their own health and safety by working in compliance with safe work practices and procedures established by GTGK. Workers will receive information, training and competent supervision in their specific work tasks to protect their health and safety.

All workers and program participants are to report to their supervisor any concerns about workplace health and safety. If a direct supervisor cannot resolve the issue or if it is beyond their scope of responsibility, the matter will be brought to the Executive Director, who will respond and investigate all such concerns with the goal that they are adequately dealt with. Further direction for staff and management is contained in the Workplace Safety Program (WSP) document. Supervisors will be held accountable for the health and safety of workers under their supervision. Workers are also responsible for their own health and safety in accordance with their rights under the Act.

Program

There is a Workplace Safety Program (WSP) that implements this policy. As a workplace with between 6 and 20 workers, we are required to have a Joint Health and Safety Committee (JHSC). Our JHSC consists of the Executive Director representing management and a staff member representing workers. The JHSC meets every 3 months or immediately if needed if an incident occurs under the Policy, or immediately after an event where a review or reassessment of risk indicates need.

WSP Document Overview:

The following items are detailed in the Workplace Safety Program:

1. Worker training:
Each new worker attends an orientation session, prior to commencing their duties, where they review the GTGK Occupational Health and Safety Policy and the details regarding personal safety and equipment safety that workers must comply with, called the Safety Guidelines.
2. Details regarding frequency of workplace inspections, hazard analysis, fire prevention, maintenance and repairs, and housekeeping
3. A formal means of communication to address promptly the concerns of workers:

Workers are informed that they are responsible to report health and safety concerns at the workplace. The procedures to be followed are outlined in the document.

4. Protective equipment/Tool handling practices:
5. Emergency and First Aid procedures:
6. If an injury occurs that requires medical care, it will be brought to the Executive Director who will fill out an Incident Report. An Incident Report Form sample and procedures are contained in the Workplace Safety Program document.
7. Procedure for review and update policy/program annually

Green Thumbs Growing Kids, as employer, is ultimately responsible for worker health and safety. As President of Green Thumbs Growing Kids, I hereby give you my personal commitment that I will comply with my duties under the Act, such as taking every reasonable precaution for the protection of workers in the workplace.

Signed: _____ Date _____
(President, Board of Directors)

Passed by the Board of Directors on October 24, 2017

A copy of this policy will be posted on the GTGK website: www.greenthumbsto.org