

Policy Title:

HEALTH AND SAFETY ENVIRONMENT

Intent of Policy:

1. To provide standards for the Ozanam Centre to ensure that all persons with disabilities are able to enter and leave or use any part of the Ozanam Centre facility and equipment safely and without hindrance.
2. To ensure that regular inspections of the Ozanam Centre occur to identify and correct existing workplace hazards and to determine whether regulatory standards are being met.

Policy:

1. The Ozanam Centre will ensure that the physical layout of the building and grounds is such that all persons with disabilities are able to enter, leave or use any part of the facility safely and with ease.
2. The Grounds and Building Maintenance Committee of the Ozanam Centre will do a self-inspection of the premises quarterly using the Worksite Safety Inspection Form and follow-up at least annually.
3. Staff members will also notify the Program Supervisor of any barriers in any of the volunteer placements or community events and will advocate for changes; all staff are responsible for identifying and reporting concerns.
4. The Ozanam Centre regularly will use the services of external services and companies to monitor the safety and health of the Centre. These companies will include, but not be limited to, inspection by the Fire Department, the fire alarm company, the municipality, pest control company, Workers' Compensation Board, Motor Vehicle Inspection, The Society will have a representative present during inspections.
5. Any inspections of the Ozanam Centre, either internal or external, will be recorded in a log maintained by the Health and Safety Committee.
6. A semi-annual inspection of the Ozanam Centre will occur to identify workplace hazards, to ensure regulatory standards are being met and that staff are following safety practices.
7. A Worksite Safety Inspection Report will be produced identifying areas inspected with recommendations for improvement and actions required to respond to the recommendations

Procedure:

1. **Entrances**
 - a) The Grounds and Building Maintenance Committee of Ozanam Centre will regularly do a self-inspection of the entrances to ensure that the entrances are free of obstacles and the doors are functioning in good order.
 - b) Ozanam Centre will provide supervisory monitoring as participants arrive or leave to ensure that participants who are dropped off or picked up are escorted safely in and out of the building.

HEALTH AND SAFETY ENVIRONMENT

(Continued)

Procedure:

2. Hallways

- a) The Grounds and Building Maintenance Committee of Ozanam Centre will regularly do a self-inspection of the hallways to ensure that the hallways are free of obstacles and the floors and walls are in good condition.
- b) The Health and Safety Committee will ensure that manual wheelchairs are located at each entrance to assist participants, if necessary, as they leave during fire drills.

3. Washrooms and Change Rooms

- a) The Grounds and Building Maintenance Committee of Ozanam Centre will regularly do a self-inspection of the washrooms and change rooms to ensure that the washrooms and change rooms are free of obstacles and the floors, walls, sinks, and toilets are in good condition.
- b) Ozanam Centre will ensure that the height of toilets and sinks meets Capital Health Region standards for people with disabilities.

4. Lunchroom and Activity Rooms

- a) The Grounds and Building Maintenance Committee of Ozanam Centre will regularly do a self-inspection of the lunchroom and activity rooms to ensure that the lunchroom and activity rooms are free of obstacles and the floors, walls, and tables are in good condition.
- b) Ozanam Centre will ensure that the height of tables, counters and sinks is such that it does not hinder their use (not too high or too low) by participants.
- c) Ozanam Centre will ensure that the height of cupboards and drawers meets Capital Health Region standards for people with disabilities.

5. Vehicles

The Van Committee will regularly do a self-inspection of the vans, ensuring that the insurance, permits required and safety equipment are up-to-date and that regular maintenance has been done according to manufacturers' specifications and Ozanam Policies.

6. Worksite Safety Inspection

1. The Health and Safety Committee will conduct a semi-annual inspection of the Ozanam Centre using the Worksite Safety Inspection Form.
2. The Health and Safety Committee will produce a Worksite Safety Inspection Report which details areas inspected,

HEALTH AND SAFETY ENVIRONMENT

(Continued)

Procedure:

recommendations and actions to improve the safety of the Ozanam Centre.

3. The Building and Grounds Committee will put into effect any recommendations for improvement pertaining to the physical site of the Ozanam Centre and will note date completed.
4. The Health and Safety Committee will bring any recommendations for improvement pertaining to personnel to the Ozanam Staff Meeting and will note date completed.
5. The Health and Safety Committee will report progress to the Program Manager.