

Number and Title: PC3: Workplace Health and Safety Policy

Effective Date:

March 1, 2023

Approval Date:

March 1, 2023

Policy Type:

Internal Policy

Review Date:

This policy shall be reviewed every two (2) years.

Responsible Body:

AMS Health & Safety Committee

Designated Executives and Staff Members:

Human Resources Manager and President

Authority:

AMS Code of Procedure, Section II, Article 11(1):

“Council may create external and internal policies as well as strategic plans and frameworks.”

Purpose and Goals:

The AMS aims to provide a safe, healthy, and secure environment. All reasonable preventive measures are to be taken to avoid accidental injuries, occupational diseases, and risks to personal safety. Compliance with WorkSafe BC, WHMIS (the Workplace Hazardous Materials Information System), and related legislation is the minimum standard acceptable. All managers and members of staff are encouraged to strive to exceed these minimum legal standards.

Applicability:

This policy applies to all staff in the AMS.

Exclusions:

N/A

Policy:

The AMS

It is the responsibility of the AMS, acting through the Managing Director and the Health and Safety Committee, to:

- ~~complete a daily health declaration (COVID survey);~~
- provide a safe, health and secure working environment;
- ensure regular inspections are made and take action as required to improve unsafe conditions;

- ensure that health and personal safety considerations form an integral part of the design, construction, purchase, and maintenance of all buildings, equipment, and work processes;
- provide first aid facilities where appropriate;
- support managers and the Health and Safety Committee in the implementation of an effective health and safety program;
- ensure compliance with WorkSafe laws and regulations and other applicable legislation;
- establish a health and safety committee;
- communicate with the AMS community or affected groups about events or situations when potentially harmful conditions arise or are discovered;
- ensure adequate resources are available to implement appropriate procedures.

Managers

It is the responsibility of managers to:

- formulate specific safety rules and safe work procedures for their area of supervision;
- ensure that all employees under their supervision are aware of safety practices and follow safety procedures;
- provide training in the safe operation of equipment;
- regularly inspect their areas for hazardous conditions;
- promptly correct unsafe work practices and hazardous conditions;
- be responsive to concerns expressed about personal safety and investigate any accidents, incidents, or personal safety concerns which have occurred in their area of responsibility;
- report any accidents or incidents involving personal safety to the Building Operations office.

Members of Staff

It is the responsibility of members of staff to:

- observe safety rules and procedures established by managers and the AMS;
- be safety-conscious in all activities;
- report as soon as possible any accident, injury, unsafe condition, insecure condition, or threats to personal safety to a manager;
- properly use and adequately care for personal protective equipment provided by the AMS.

History:

This is the second draft of a new policy replacing the old Health and Safety Policy of 2011.

Related Policies and Legislation:

WHMIS (<https://www.canada.ca/en/health-canada/services/environmental-workplacehealth/occupational-health-safety/workplace-hazardous-materials-information-system.html>),

Workers Compensation Act and related regulations

(https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96492_00)

Appendix 1: Consultations

Consultations involved members of the Health & Safety Committee