

## Health and Safety Policy and Procedures



**Policy Number:** 07 **Area:** Operations

Board Approval: February 18, 2025

Last Revision: May 21, 2024

Scheduled Review Date: 2027

### Background and Purpose

The First Unitarian Congregation of Toronto (FirstU Toronto) has a duty to protect the health and safety of people participating in all areas of congregational life whether within the premises of 473 Oakwood Avenue, at an off-site location, or on an online platform. The purpose of this policy is to outline the Board's commitment to health and safety protection. This policy should be read in conjunction with the Harassment, Sexual Harassment, and Violence Protection policy and the Safe Steps policy.

### Policy Statement

Our community's health and safety is a responsibility shared by the congregation as a whole and by individual members, friends, volunteers, visitors, staff and tenants. To this end, the Board is committed to ensuring that all are aware of this shared responsibility and that health and safety procedures are in place and followed. FirstU Toronto strives to provide a safe and healthy environment for its employees and members.

FirstU Toronto insists on compliance with legislative requirements and regulations contained in, but not limited to, the Occupational Health and Safety Act (OHSA), the Fire Code, and all related FirstU policies and procedures.

### Policy Description

1. This policy, and the accompanying Health and Safety Procedures Manual, is designed to comply with all applicable legislation and regulations.
2. Our Health and Safety Procedures are designed to achieve three goals:
  - Goal 1: Prevent accidents
  - Goal 2: Control health-related risks in the environment
  - Goal 3: Ensure implementation of emergency procedures when called for.
3. The Board, or its designate, is responsible for ensuring the Health and Safety Procedures Manual is updated annually, at a minimum, or as required.

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4. The Board, or its designate, will ensure that congregational volunteers and staff receive training in the health and safety procedures that are applicable to their role.
5. The Board, or its designate, will review an annual Health and Safety Report prepared by the Executive Committee. This report will include a summary of any health and safety incidents, how these incidents were addressed, and any recommendation for policy change.
6. Upon the recommendation of the Executive Committee, the Board will ensure that improvements and/or additions to capital and equipment necessary for the continued health and safety of participants at 473 Oakwood are made.
7. Failure to comply with the directives and procedures outlined in the Health and Safety Policy and Procedures, and in the Health and Safety Policy and Procedures Manual, may result in discipline being imposed up to and including termination of employment.

### **Accountability:**

The Board is accountable for implementation of this policy.

### **Related documents and/or relevant legislation:**

- FirstU Health and Safety Procedures Manual
- FirstU Safe Steps Policy
- FirstU Safe Steps Program Guide for FirstU Toronto Volunteers and Staff
- FirstU Harassment, Sexual Harassment, Violence Protection Policy
- FirstU Congregational and Workplace Prevention Program for Harassment, Sexual Harassment, and Violence
- Ontario Employment Standards Act (ESA)
- Ontario Fire Protection and Prevention Act (FPPA)
- Ontario Health Protection and Promotion Act (HPPA)
- Ontario Occupational Health and Safety Act (OHSA)
- The Federal Workplace Hazardous Materials Information System (WHMIS)