

M4BJ | Black Lives Matter–Canada | Wildseed Centre for Art & Activism Policies and Procedures

Health and Safety Policy
Date: November 10 2020
Revision Date: August 15, 2022
Author: Managing Director
This policy applies to: ☒ Employees ☒ Others in a work context which may include guests, volunteers, independent contractors or consultants
References: • Occupational Health and Safety Act • Infrastructure Health & Safety Association

OPERATIONAL POLICY

M4BJ is committed to the health and safety of all employees, guests and volunteers who engage with Wildseed Centre for Art & Activism, Black Lives Matter Canada, and any other space created by the organization, albeit physical or virtual. We are committed to ongoing improvements toward an accident-free space wherein protection from injury and occupational illness are prioritised.

No job is to be regarded so urgent that time cannot be taken to do it in a safe manner. Management guarantees that every precaution reasonable in all circumstances will be taken for the protection of all workers, especially as it relates to planning, operation, and maintenance of facilities and equipment. The welfare of each worker is our greatest concern.

All supervisors, and subcontractors must protect their own workers' health and safety. In addition, employees are expected to work in compliance with the *Occupational Health and Safety Act (OHSA)* and all applicable regulations as well as all safe work practices and procedures established by our organization.

We expect all employees and volunteers to have a clear understanding of where all first aid kits and fire extinguishers are located. The First Aid Kit can be found in the Atrium Cabinet, on the first floor of Wildseed Centre. The Fire Extinguishers can be found on the third floor, across from the Presentation Room, as well as the second floor, beside the Boardroom. All employees and volunteers are expected to be familiar with Wildseed Centre's Emergency and Disaster Situation Procedures (in development).

Management will strive to eliminate any foreseeable hazards, as well as provide a safe and healthy work environment for each worker to perform their role. All hazards, health risks, accidents and injuries occurring in the workplace must be reported in writing to the Health and Safety Representative, who will report to the Executive Director. All reports of accidents and injuries must be received within 24 hours, or as soon as possible.

MONITORING THE POLICY

If you have questions or comments about the policy or its application, please speak to the Executive Director . M4BJ is open to making any required changes or amendments to its policies, and commits to an annual policy review.