

SUSTAINABLE ORILLIA POLICY ON HEALTH AND SAFETY:

Purpose:

Sustainable Orillia, as an incorporated Not for Profit entity, has the responsibility to comply with the Ontario Occupational Health and Safety Act (the “Act”) to ensure the health and safety of its employees, contractors, and volunteers. This is consistent with the values of Sustainable Orillia.

The purpose of this policy therefore is to:

- Create a safe work environment.
- Ensure that all Board of Directors, contractors, employees, and volunteers are aware of their rights and understand and adhere to their responsibilities regarding a safe work environment.
- Reduce the potential of accidents resulting in injury.
- Establish a mechanism for dealing with health and safety issues.

Sustainable Orillia’s Policy on Health and Safety:

Currently, Sustainable Orillia does not have space of its own. Consequently, contractor, employees and volunteers work remotely from work spaces they control. Contractors are expected to meet their responsibility for compliance to provincial acts through their own corporate policies related to health and safety.

With respect to volunteers, they may be considered as employees if they are undertaking work that would ordinarily be undertaken by an employee. When referring to employees in this document, it will also cover those volunteers that fall into this category. If a volunteer is undertaking tasks strictly as a volunteer from their own work space, then Sustainable Orillia assumes no liability.

Similarly, employees of Sustainable Orillia work from their own work spaces. Although these individuals have the responsibility to ensure that these spaces are safe, Sustainable Orillia does have responsibility to ensure that their employees are working in a safe environment, free from hazards that could cause injury. In some cases, this responsibility is fulfilled through education. In other cases, this might mean investment by Sustainable Orillia in certain mitigation efforts.

In those instances where employees, or volunteers are representing Sustainable Orillia either as, for example, an invited speaker or representing the Corporation in our booth at a venue for the purposes of promoting our organization, Sustainable Orillia does assume responsibility for the health and safety of these individuals.

Policy Application:

Sustainable Orillia's policy on Health and Safety is focused on ensuring employees (including volunteers under conditions as outlined above) have a safe work place in which to perform their tasks.

Sustainable Orillia, in adhering to the provisions of the Act will:

1. Take every precaution reasonable for the protection of employees from harmful or unhealthy working conditions;
2. Ensure that employees have completed the applicable mandatory health and safety training
3. Ensure that employees have been informed of their rights to know, to participate, and to refuse unsafe work;
4. Ensure that employees recognize their responsibility for working safely and reporting any unsafe or unhealthy conditions;
5. Investigate reports of unsafe and unhealthy conditions swiftly and will take the necessary mitigative measure required in a timely manner;
6. Ensure employees comply with this policy;
7. Advise employees of the existence of any potential health and safety issue where applicable and
8. Establish a Health and Safety Committee when required by the Act.

Each employee will be required to have read this policy and will be afforded the opportunity to ask questions about it before being asked to indicate his or her commitment to following it.

Until a Health and Safety Committee is required to be established, the Directors shall appoint a Health and Safety Officer (“HSO”) with responsibility for health and safety matters of Sustainability Orillia. The HSO shall be the Vice-President or any other Board Member appointed by the Board. Any concerns regarding health and safety should be brought forward immediately and directed to the attention of the HSO.

No reprisal of any form will result from the reporting an any Health and Safety related concern.

The HSO shall:

- 1.Ensure that all employees and all volunteers that would be considered workers under the Act acknowledge the Health and Safety Policy;
- 2.Ensure that all employees and all volunteers that would be considered workers under the Act receive the appropriate training;
3. Investigate all concerns regarding health and safety which are brought to their attention;
- 4.Where warranted, solicit help from other Board members to investigate and make recommendations regarding mitigation;
- 5.Report incidents to the Ministry of Labour when required by the Act; and
- 6.Periodically review this Policy to ensure compliance with the Act and recommend changes to the Policy to the Board as required.