



---

58 Queen Street South, Kitchener, Ontario • N2G 1V6 • Telephone (519) 743-1151 • Fax (519) 743-3840

## **Occupational Health and Safety Policy**

This policy is intended to meet the requirements of the *Ontario Occupational Health and Safety Act R.S.O. 1990* in relation to our funding from the Government of Ontario, or from the Government of Canada. We use this legislation as one of the guides as we work towards creating a health and safe work environment.

The Working Centre is a volunteer inspired venture that seeks to give individuals and groups access to tools and opportunities to become involved in the building of community. The ideas behind The Working Centre revolve around the basic building blocks necessary to create community.

Some of these ideas, as we have defined them include access to tools, work as gift, respect for the environment, serving others, local democracy, reclaiming buildings and turning them into common public spaces, and the development of sustainable community projects that serve community needs by involving project participants in the core of the work.

### **Training**

All staff are required to complete the Workplace Health & Safety Training as required by the Ontario Ministry of Labour. Completion of this training will take place in a timely way as a part of new staff orientation. A copy of their certificate of completion will be kept in each employee file. A record of completion will be maintained including the date the training was taken.

Each activity site will include health and safety training specific to that site. Opportunities to review discuss, and strategize around these practices will be provided with the support of other staff. These will also be touched on as staff debrief their experiences to build their skills and resiliency within this work environment.

Staff will be oriented about locations of First Aid Stations, fire extinguishers, and other important tools useful in responding to health and safety situations should they occur. Strategies around how to respond in emergencies will be reviewed regularly as a part of the debriefing process.

First Aid training and Mental Health First training will be available as needed and staff will be made aware of who holds this knowledge.

**For questions or further discussion of this policy, please feel free to contact us by phone at 519-743-1151, or use email [genmail@theworkingcentre.org](mailto:genmail@theworkingcentre.org). You are also welcome to come in person to 58 Queen Street South.**