



Policy Area:	Health & Safety	Policy Sub-Area:	
Policy Title:	SAFETY, HEALTH AND ENVIRONMENT POLICY		
Original Approval Date:	01/09/2010		
Revised Date:	01/12/2012; 31/01/2014; 07/10/2014, February 2016		
Next Review Date:	February 2018		

INTENT AND RATIONAL

The Management and Board of Directors of Habitat for Humanity Southern Alberta (HFHSA) is vitally interested in the safety and health of all employees, volunteers and sub-contractors involved with Habitat for Humanity activities. It is HFHSA's philosophy that the well-being of Habitat for Humanity depends on the safety and health of our workforce and the protection of our environment.

POLICY

To enable HFHSA to keep our quality and production of affordable housing at the highest levels, we must ensure that the safety and health of our workforce is maintained at all times.

To achieve this goal, HFHSA will implement and manage a Health and Safety program (e.g. the Safety, Health and Environment Management System (SHE) at the most effective level possible.

HFHSA will maintain registration with Workers Compensation Board employee insurance system and maintain compliance with all requirements as stated within the legislation and through full compliance with the Occupational Health and Safety Act and regulations for the Province of Alberta.

HFHSA will ensure the safest possible work environment is maintained at all times by requiring that all workplace SHE hazards are identified and controlled, that employees and volunteers receive ongoing training in safety and health, by maintaining communications between management and the workforce and by leading by example through action. Each worker shares an obligation to report accidents, SHE hazards or possible contravention of safety rules to the immediate supervisor.

What are the Workers/Volunteers rights and responsibilities?

Workers/ Volunteers responsibilities include the following:

- Responsibility to work in compliance with OH&S acts and regulations
- Responsibility to use personal protective equipment and clothing as directed by the employer

- Responsibility to report workplace hazards and dangers
- Responsibility to work in a manner as required by the employer and use the prescribed safety equipment.

Workers/Volunteers have the following three basic rights:

- Right to refuse unsafe work
- Right to participate in the workplace health and safety activities through Joint Health and Safety Committee (JHSC) or as a worker health and safety representative
- Right to know, or the right to be informed about, actual and potential dangers in the workplace

What are the Manager or Supervisor's responsibilities?

Manager or Supervisor responsibilities include the following:

- Must ensure that workers use prescribed protective equipment devices
- Must advise workers of potential and actual hazards
- Must take every reasonable precaution in the circumstances for the protection of workers.

Managers and Supervisors act on behalf of the employer (Habitat for Humanity Southern Alberta), and hence have the responsibility to meet the duties of the employer as specified in the Act.

What are Habitat for Humanity Southern Alberta's responsibilities?

Habitat for Humanity Southern Alberta responsibilities include the following:

- Establish and maintain a joint health and safety committee, or cause workers to select at least one health and safety representative
- Take every reasonable precaution to ensure the workplace is safe
- Train employees about any potential hazards and in how to safely use, handle, store and dispose of hazardous substances and how to handle emergencies
- Supply personal protective equipment and ensure workers know how to use the equipment safely and properly
- Immediately report all critical injuries to the government department responsible for OH&S
- Appoint a competent supervisor who sets the standards for performance, and who ensures safe working conditions are always observed.



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