

# Health and Safety Policy

Approved by the Board April 2012

The First Unitarian Congregation of Toronto is responsible for the health and safety of members, friends and visitors, lessees, and staff members who are engaged in activities of the congregation and/or are in premises owned, managed by, or otherwise the responsibility of, the congregation. This responsibility is shared by the congregation as a whole and by individual members, friends, visitors, lessees and staff.

In recognition of this responsibility the congregation's policy is to implement procedures as outlined in the Health and Safety Procedures Manual in order to achieve the following goals:

- To prevent accidents among members, friends, visitors, lessees and staff members;
- To control health-related risks in the environment; and
- To be able to implement emergency procedures and provide immediate response in cases of emergencies and/or disaster.

In addition to implementing the Health and Safety Procedures Manual, the policy of the congregation is to:

- Review and update the manual on an annual basis (at minimum);
- Make improvements and/or additions to its capital and equipment (when possible); and
- Comply with all applicable legislation and regulation.

Note that the congregation also responsible for implementing policy and related procedures that have the goal of preventing physical, emotional and sexual abuse and harassment and to otherwise protect vulnerable persons. Information about the congregation's policy and related procedures to address these concerns, identified as Safe Steps, is found elsewhere in this Board of Directors' Policy and Procedures manual.

## Introduction

This manual supports the (draft) Health and Safety Policy of the organization. The manual should be reviewed and updated annually (at a minimum).

People with identified oversight and operational responsibilities should become familiar with relevant legislation, including but not limited to:

- The Ontario Health Protection and Promotion Act, HPPA;
- The Ontario Occupational Health and Safety Act, OHSA;

- The Ontario Employment Standards Act, ESA;
- The Ontario Fire Protection and Prevention Act, FPPA; and
- The Federal Workplace Hazardous Materials Information System, WHMIS.

**DRAFT Health and Safety Procedures Manual**

<b>Health &amp; Safety Goal 1: To prevent accidents among members, visitors, lessees and staff members</b>			
<i>Procedure</i>	<i>Frequency</i>	<i>Oversight Responsibility</i>	<i>Operational Responsibility</i>
<b>Focus Area: Risk and Hazard Assessment and Response</b>			
Education and training of relevant staff, members and any other volunteers on what is required to create and maintain a healthy and safe physical environment including, but not limited to: <ul style="list-style-type: none"> <li>• Workplace Hazardous Materials Information System, WHMIS</li> </ul>	Initial in-depth training is to be followed by annual refresher sessions. If substantial changes to information and/or required procedures occur, training is to be delivered as soon as can be arranged.	Property Convenor	Health & Safety Committee
Posting of / compliance with employment safety standards	Ongoing posting of required and/or recommended information, reviewed and updated annually at a minimum	Health & Safety Committee	Head Custodian
Proper storage and labelling of hazardous chemicals or other materials	Ongoing, reviewed annually at a minimum	Health & Safety Committee	Head Custodian
Safe handling of hazardous chemicals or other materials so that: <ul style="list-style-type: none"> <li>• Chemicals are not poured or mixed when only one adult is in the building; or</li> <li>• Chemicals that can cause serious injury are not brought into the building.</li> </ul>	Ongoing, reviewed annually to determine viability of operating procedures?	Health & Safety Committee	Head Custodian

<b>Health &amp; Safety Goal 1: To prevent accidents among members, visitors, lessees and staff members</b>			
<b><i>Procedure</i></b>	<b><i>Frequency</i></b>	<b><i>Oversight Responsibility</i></b>	<b><i>Operational Responsibility</i></b>
<b>Focus Area: Risk and Hazard Assessment and Response</b>			
Sweeps <sup>1</sup> of building and surrounding area to assess for immediate or possible future: <ul style="list-style-type: none"> <li>• Environmental hazards;</li> <li>• Chemical hazards;</li> <li>• Fire hazards; and</li> <li>• Other health hazards.</li> </ul>	<ul style="list-style-type: none"> <li>• Daily “opening” and “closing” sweeps;</li> <li>• Before, during and following events to ensure continued safe conditions; and</li> <li>• Annually, to assess for new or ongoing / increasingly hazardous conditions, both internal and external.</li> </ul>	Property Convenor, supported by Health & Safety Committee and Property Committee	Head Custodian
Use of a detailed checklist during sweeps to: <ul style="list-style-type: none"> <li>• Assist with consistent review;</li> <li>• Allow back-up / replacement staff to have necessary knowledge of routine and background; and</li> <li>• Track development of issues.</li> </ul>	Checklists may be developed for seasonal use (for example, a winter checklist may include checking sidewalk salt supply)	Property Convenor, supported by Health & Safety Committee and Property Committee	Head Custodian

<sup>1</sup> Sweeps and activity related daily monitoring of the environment should include a look at: lighting; locking systems; electrical; heat/cool systems; layout of room (trip hazards/articles falling/windowed rooms if necessary); location and directions (safe pathway); and lastly, any special considerations given the needs of attendees.

<b>Health &amp; Safety Goal 1: To prevent accidents among members, visitors, lessees and staff members</b>			
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<b>Focus Area: Risk and Hazard Assessment and Response</b>			
<p>Determine if immediate or future action is required. Take (or instigate) necessary steps to address unsafe conditions.</p> <p>If urgent action is taken:</p> <ul style="list-style-type: none"> <li>• The head custodian and/or administrator should be informed of the situation, action taken, and any recommended next steps;</li> <li>• The head custodian should provide this information to the administrator, if the administrator has not already been informed;</li> <li>• The administrator should inform the Property Convenor who will be responsible for determining what, if any, additional steps must be taken and, in collaboration with the Board of directors (or delegate, such as the treasurer) cost and funding of additional steps.</li> </ul>	<p>In all cases, urgent action is to be taken when a situation is seen to be a threat to the health and safety of people in the immediate vicinity.</p>	<p>Property Convenor, supported by Health &amp; Safety Committee and Property Committee</p>	<p>Head Custodian Administrator</p>

<b>Health &amp; Safety Goal 2: To control health-related risks in the environment</b>			
<i>Procedure</i>	<i>Frequency</i>	<i>Oversight Responsibility</i>	<i>Operational Responsibility</i>
<b>Focus Area: Environmental risk / hazard assessment and action</b>			
Education and training of all members of the congregation and staff on issues including but not limited to: <ul style="list-style-type: none"> <li>• Food allergies; and</li> <li>• Fragrance Sensitivities</li> </ul>	Annually or more often, as required	Sunday support/Special events Convenor	Health & Safety Committee
This may include training of members who handle food frequently (ie coffee and hospitality teams) and notice in kitchen about the need to keep the space clear of nuts, nut products, and/or any other food that has been identified by a member of the congregation as potentially dangerous to their health.	Annually or more often, as required	Special Events Convenor/Sunday Support Convenor	Health & Safety Committee / Kitchen Monitor
Do we need to put in restrictions in our rental agreements?	Ongoing	Administration Convenor	Administrator
Sweeps of building and surrounding area, as identified above.	As above	Property Convenor, supported by Health & Safety Committee and Property Committee	Head Custodian
<b>Focus Area: Communicable Reportable Diseases</b>			
Education and training of all members of the	<ul style="list-style-type: none"> <li>• Training provided annually or more often, as required; and</li> </ul>		Health & Safety

<b>Health &amp; Safety Goal 2: To control health-related risks in the environment</b>			
<b>Procedure</b>	<b>Frequency</b>	<b>Oversight Responsibility</b>	<b>Operational Responsibility</b>
congregation and staff on issues including but not limited to: <ul style="list-style-type: none"> <li>• Safe and hygienic food storage and preparation.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing posting of information in kitchens and washrooms.</li> </ul>	Sunday support/Special events Convenor	Committee
Episodic contact and subsequent liaison with the Department of Public Health, due to isolated case of a communicable disease or epidemic	As required	Executive Committee (or delegate)	Administrator
Observe and follow guidelines for persons with symptoms suggestive of a communicable disease <sup>2</sup> who may be attending a public event	As required	Executive Committee (or delegate)	All members, visitors, lessees and staff members
Circulate Public Health information to congregation	As required. Available means include: <ul style="list-style-type: none"> <li>• Website notification</li> <li>• List serve article</li> <li>• Newsletter article</li> <li>• Letters</li> <li>• Announcement</li> </ul>	Executive Committee (or delegate)	Administrator, supported by others Health & Safety Committee

**Health & Safety Goal 3: To be able to implement emergency procedures and provide immediate response in cases of emergencies and/or disaster.**

<sup>2</sup> A list of communicable disease symptoms that if present should cause one to stay at home and take care: diarrhea, vomiting or fever (above 38.0 degrees C or 100.4 degrees F) within the past 24 hours; thick greenish-yellow mucus or pus draining from the eye; sore throat, especially combined with fever or swollen neck glands; rashes unrelated to diapering (for infants and toddlers), heat, or other known non-communicable diseases; unusual tiredness, paleness, lack of appetite or irritability.

<b>Procedure</b>	<b>Frequency</b>	<b>Oversight Responsibility</b>	<b>Operational Responsibility</b>
<b>Focus Area: Fire Evacuation Plan</b>			
Review fire / disaster evacuation plan, update as required	Annually	Property Convenor	Health & Safety Committee
Ensure equipment required in emergency situations are in good working order, including: <ul style="list-style-type: none"> <li>• Smoke detectors</li> <li>• Emergency lighting</li> <li>• Fire extinguishers</li> <li>• Alarms</li> <li>• Elevators</li> </ul>	Annually, as stated in service contracts held with service providers.	Property Convenor	Head Custodian
Hold fire drill	Annually, at a minimum	Property Convenor	Health & Safety Committee
<b>Focus Area: First Aid</b>			
First aid training offered to 2 staff (at minimum); staff encouraged to take refresher courses every 2 years	Annually	Administration Convenor	Staff
First aid kits available in kitchen and office.  Kits should contain notes that remind users to inform Administrator that contents have been used and require replacing	Ongoing	Health & Safety Committee	Administrator
Contents of first aid kits checked and replaced	Twice yearly, at a minimum.	Health & Safety Committee	Administrator

<b>Health &amp; Safety Goal 3: To be able to implement emergency procedures and provide immediate response in cases of emergencies and/or disaster.</b>			
<i>Procedure</i>	<i>Frequency</i>	<i>Oversight Responsibility</i>	<i>Operational Responsibility</i>
<b>Focus Area: Contact Emergency Response</b>			
Check for easy access to emergency services: <ul style="list-style-type: none"> <li>• Alarms</li> <li>• Secure phone lines</li> </ul>	Annually	Property Convenor	Administrator / Head Custodian
Ensure emergency information (address and nearest intersection of building, 911 emergency number) is posted near all telephones	Ongoing posting, checked annually at a minimum	Property Convenor	Administrator / Head Custodian

### **Appendix A – Future Activity**

#### Policies and Activities:

- Toy sanitizing policy & procedures
- Fragrance-related policy (should First be a fragrance-free zone? How would this be publicized and enforced?)
- Peanut-free policy (Should First be a peanut-free or nut-free zone? How would this be publicized and enforced?)
- How can this policy be expanded beyond the environment of First, to cover activities and events we sponsor, but that are held off our premises?
- Prevention of Elder Abuse – identify people to recognize signs and know their reporting responsibilities
- First Aid Training
- Emergency Services – consult with, to discuss fire safety and response

#### Purchases

- Purchase, install and train re: cardiac defibrillator, epipen
- Purchase, train: Toy sanitizing equipment
- Purchase new ovens and sanitizer

