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The Working Centre Health & Safety Overview

Overview

We depend on the thoughtful, attentive, and intentional presence each person brings to their work at The Working Centre.

- Are there issues that should be followed?
- Is there something you can do to follow that issue?
- Have you talked with others to help ensure that we don't lose track of this issue?
- How can we continue to provide welcoming, accepting and respectful environments?

Each location has a Health & Safety board, there is an incident report to fill out when something significant occurs or is noticed, and there is an email address (h&s@theworkingcentre.org) for sharing ideas and thoughts.

Each space has one person who supports this Health & Safety awareness. Monthly inspections of each building take place with an eye to Health & Safety. All staff and volunteers will have an initial Health & Safety orientation.

Shared responsibility and distributive practises help us to make good decisions where the work is being done. We work to strengthen this culture and we count on your ideas. We host spaces that are welcoming. We discourage structures that get in the way of relationship-based work. We work to ensure that fear does not guide our practices. We work to follow our Health & Safety issues in the same spirit – not adding rules, but building shared understandings of what helps us to hold these creative and dynamic spaces within The Working Centre.

Health and Safety Committee

The Working Centre's Health and Safety Committee operates in accordance with the Occupational Health and Safety Act, and meet regularly as required. This Committee consists of 2 leadership reps and 2 team reps. This committee reviews all reports and incidents to identify potential hazards, recommend corrective action, engaged learning and follow up recommendations.

Employer

Under Occupational Health and Safety Act Section 25, 51, 52, 53, the employer has prescribed duties. These duties include but are not limited to the following:

1. Instruct, inform, and supervise workers to protect their health and safety
2. Assist Health and Safety Committee carry out its duties
3. Take every precaution reasonable in the circumstances for the protection of the worker (due diligence)

Supervisor

Under Occupational Health and Safety Act Section 27 the supervisor has prescribed duties. These duties include but are not limited to the following:

1. Ensure the worker complies with the Act
2. Ensure that the personal protective equipment provided is used by the worker
3. Advise a worker of any potential or actual health or safety dangers known by supervisor (see Section Job Instruction & Safety Training)
4. If prescribed, provide worker with written procedures to protect worker (see Section Health and Safety Hazards)
5. Take every precaution reasonable in the circumstances for protection of workers (due diligence).

Worker/Team Member

Under Section 28 of Occupational Health and Safety Act the worker has prescribed duties. These duties include but are not limited to the following:

1. Work in compliance with the Occupational Health and Safety Act
2. Use or wear personal protective equipment as prescribed
3. Report any known hazard to employer
4. Work in a safe manner, not engage in pranks

Safety Inspections

Safety inspections are done on a regular basis to detect and record both hazards in the work area and incorrect work procedures. These inspections are done by the maintenance team. Any relevant Health & Safety issues are identified and shared with H & S Committee.

Incidents Reports

Reporting and responding to incidents that occur in the workplace is outlined in detail in our "Workplace Violence & Harassment Policy and Procedure", which is reviewed annually by each employee and within work teams as required. Whenever a workplace injury occurs, the incident is to be reported to the Project Lead, who will

then inform the Organizational Lead and the Health & Safety Committee. Relevant WSIB forms are to be completed and submitted in a timely was as required.

Fire Plan

Each building has a Health & Safety Board and relevant fire evacuation diagrams and signage. In each building, all workers should be aware of evacuation instructions and the safe meeting place location.

First Aid Kits

First Aid kits are located conveniently in every building. All workers should be aware of the location of the First Aid kit. Kits are replenished regularly. Please notify your Project Lead if you are noticing missing items or if you deplete the kit in responding to an urgent moment. Maintaining active attention on first aid items, naloxone supplies, ambubags, and other urgent supplies is best done by collective attention.

Work Refusal

The Occupational Health and Safety Act gives a worker “the right to refuse work” that he/she believes will likely endanger himself/herself or another worker. Our hope is that long before a worker feels this unsafe, that we would have identified and problem-solved the circumstances that are making the worker feel unsafe.

If the situation is urgent, remedial actions should take place right away, supporting the worker or inviting them to leave the unsafe situation. The Working Centre team has a practised and reinforced problem-solving process that de-escalates urgent moments wherever possible, and works to respond to complex moments with compassion and thoughtfulness for everyone involved.

Once immediate danger is alleviated, the worker, Project Lead, Hub Lead and Health & Safety Committee rep will determine next steps in response to the situation.

Personal Protective Equipment

Training is provided in relevant Personal Protective Equipment and Infectious Control Practices. All workers are required to attend this training at least annually to ensure practices are up to date and are being followed thoughtfully.