

City View United Church

Health and Safety Program

11 September 2024

1. Health and Safety Policy & Program

- a. To be reviewed **annually** by Council.
- b. Previous review – 13 September 2024

2. Employer:

- a. Council of CVUC
- b. Chairperson: Peter Fortura
- c. Ministry & Personnel Contact: Harry Bender

3. Supervisors:

- a. Rev Laura Springate
- b. Mary Lynne Harvey

4. Health & Safety Representative:

- a. Mary Lynne Harvey

5. Employees/Workers: (T = Trained; I = In progress)

- a. Rev. Laura Springate (T)
- b. Mary Lynne Harvey (T)
- c. Svetlana Logigan (T)
- d. Camelia Eid (T)
- e. Patrick Pearson (T)
- f. Lei Han (T)
- g. David Tagoe (T)
- h. Graham Steeden (T)
- i. New staff need to take the Ontario Health & Safety Awareness course. (ongoing)

6. Workers' Rights:

- a. To know how to work safely (i.e. to be trained in their job and warned of hazards)
- b. To participate in creating a safe workplace
- c. To refuse unsafe work

7. Education

- a. "Health & Safety at Work - Prevention Starts Here" posters have been posted in hallways and kitchens.
- b. A copy of the Occupational Health and Safety Act (OHSA) is available in the church office for employees to review

- c. Employees/workers will receive health and safety awareness training. (Ongoing)
- d. A copy of CVUC H&S Policy and Program will be given to all employees (Ongoing)
- e. Names of Supervisors and the Health & Safety Representative will be communicated to all employees (Ongoing).
- f. **COVID policies and practices have been removed.**

8. Incident Reporting and Hazard Notification

- a. Health and safety issues in the workplace are to be brought to the attention of one of the supervisors on-site or in their absence, to the Ministry and Personnel Committee.
- b. The supervisor should take immediate action to deal with the situation e.g., removing the hazard if possible, or calling emergency services.
- c. Health and safety issues or incidents are to be reported to M&P and then to Council.

9. Investigations of Incidents or Hazards

- a. Investigations may involve the supervisors, the Health and Safety Representative, members of Council, Property, Trustees and the Ministry and Personnel committees.
- b. Investigations and related recommendations will be reported to Council for action.

10. Workplace Inspections

- a. Checklist for inspections has been developed by Property Committee.
- b. Inspections are to be conducted on an **annual basis** by the Trustees and Property Committee. (Last inspection was completed in October 2019. Next inspection yet to be scheduled.)
- c. Copies of inspection results are stored in the church office.

11. Training on Safe Use of Equipment

- a. Equipment & Tools – Dave McGale
- b. Office Equipment – Mary Lynne Harvey

12. Hazardous Materials

- a. MSDS (Material Safety Data Sheets) for hazardous products are retained in a Red MSDS binder in the church office. The MSDS Binder is on a shelf beside the mail trays on the right side as you enter the Office Administrator's office. (It is next to the blue In Case of Emergency (ICE) binder on the same shelf.)
- b. This red binder includes MSDS sheets for the fogger chemical, photocopier toner, cleaning chemicals, etc. This binder should be consulted as needed when dealing with spills or other incidents involving chemicals in the church.
- c. The relevant employees will be briefed on the safe storage and use of these hazardous materials e.g. cleaning fluids, gasoline, photocopier toner, etc.

13. Workplace Policies Regarding Harassment and Violence in the Workplace

- a. United Church policy is posted on the CVUC web site and on church bulletin boards.
- b. Copies of this policy to be given to all staff/contractors (ongoing)

14. Accessibility for Ontarians with Disabilities Act (AODA)

- a. Policy on Accessibility Standards was approved by Council on 13 April 2016.
- b. M&P is acting as Accessibility Committee until Council establishes a formal committee for this role.
- c. Policy and feedback form are posted on the web site. Feedback forms are also available in the narthex.

15. Emergency Response Procedures

- a. An Emergency Response Plan was created and approved by Council in November 2017 and last updated on 13 September 2023. This plan defines procedures for handling emergency evacuations, medical emergencies, and the training and education to support these procedures. The plan also contains an inventory of emergency equipment, locations, and the associated testing and maintenance procedures to be followed.
- b. We currently have trained 20 people (Council, Staff, Tenants) to act as Emergency Coordinators.
- c. The plan (minus appendices with names) is posted on the web site.
- d. Test evacuations are to be held annually. The last test evacuation drill was held June 3, 2018. Next test evacuation is yet to be scheduled.
- e. Online refresher training of Emergency Coordinators was completed in December 2019 and January 2020 using SurveyMonkey. The Emergency Response Plan will be updated this fall and refresher training of Emergency Coordinators will be held via Zoom or Teams.
- f. ICE (In Case of Emergency) data was collected, and binders created in April 2019. Copies of the current ICE binder may be found in the Office Administrator's office, the Minister's office and the light room in the sanctuary.
- g. New staff and Council members need to be trained on our Emergency Response Plan and procedures. (ongoing)
- h. Annual congregational education, emergency coordinator refresher training, and evacuation drill activities need to be continued. (ongoing)
- i. Under the direction of the Reopening Committee, "Exhibit C - Emergency Coordinator Responsibilities" was drafted and added to all rental contracts in 2020. A customized version of this document was prepared and give to the Caldwell Family Centre Food Bank in July 2023.

16. Access to Menstrual Products

- a. The Canada Labour Code states that as of December 15, 2023, federally regulated employers are required to make menstrual products available to workers at no cost while they are in the workplace. While legally, this only applies to federally regulated workplaces, Council agreed in September 2023 to implement this policy for City View employees. We are storing these products in areas only accessible to our staff (i.e., locked cupboard in Women’s washroom; and minister’s washroom).

Council Chairperson

11 September 2024
Date

Council Secretary

11 September 2024
Date


City View United Church Health and Safety Policy

City View United Church recognizes the dignity and worth of every individual and is therefore vitally concerned about health and safety. As a result, we recognize that we have the responsibility to take all reasonable precautions to ensure safe and healthy conditions for our workers. We take seriously our responsibilities for health and safety and as a minimum standard we comply with the *Occupational Health and Safety Act, WHMIS*, and other related legislation.

The commitment of City View United Church is that, through good management practices and active worker involvement, we will work toward a workplace free of personal injuries, occupational illnesses, and damage to property, and harm to the environment.

The Council through the Ministry & Personnel Committee will be accountable for the health and safety of the workers and ensure that the supervisors are competent and accountable for the staff under their supervision. Supervisors are responsible for ensuring that all ministry practices are safe and that workers comply with legislative requirements and established safe work procedures. Workers are entitled to adequate training in their specific work assignments for the purpose of protecting their health and safety and that of others.

Each worker will be held accountable for his or her safety performance. All workers, without exception, must make a personal commitment to fulfill this policy. It is our hope that everyone will do their part to eliminate the potential for accidental injuries, illnesses, and losses so our ministry can be accomplished without harm to our workers.

Signed:  Date: 11 June 2014
Council Chair

 Date: 11 June 2014
Council Secretary