



## Health & Safety Policy

The Autism Aspergers Friendship Society of Calgary (“AAFS”) is committed to a health and safety program that protects and maintains the health and safety of our members, volunteers, temporary and permanent staff, community partners and the general public at our clubhouses or in the community (“Stakeholders”).

AAFS will make every reasonable effort to provide Stakeholders with a safe and healthy environment. All Stakeholders are responsible for following safety policies and procedures and carry out their activities safely. AAFS expects all employees to be leaders in health and safety through the identification and elimination of hazards. We all share in the responsibility for our safety and that of our fellow stakeholders.

Active participation by everyone, every day, in every job is necessary for the health and safety excellence that we expect. Health and safety excellence includes the promotion and maintenance of the highest degree of physical, psychological and social well-being of all members and our staff. **Our goal is a healthy, injury-free workplace for all.** By working together, we can achieve this goal.

### **AAFS will take reasonable steps to ensure:**

- ✓ the health, safety and welfare of members and staff at the worksite
- ✓ the health, safety and welfare of other persons at or near the worksite who may be affected by hazards originating from the worksite
- ✓ staff are aware of their occupational health and safety rights and duties
- ✓ staff are not subjected to or participate in harassment or violence at the worksite
- ✓ staff are supervised by a person who is accountable and familiar with the *Occupational Health and Safety Act*, regulations, and Code
- ✓ health and safety concerns are resolved promptly
- ✓ leaders & staff are adequately trained for the protection of health and safety at the worksite before:
  - ◆ performing a work activity
  - ◆ completing a new work activity or process, or using new equipment
  - ◆ moving to another area of the worksite

**Leaders will take reasonable steps to ensure:**

- ✓ they are competent to supervise the staff under their supervision
- ✓ the staff under their supervision work in accordance with procedures and measures required by the *Occupational Health and Safety Act*, Regulations and Code
- ✓ the staff under their supervision use all hazard controls and properly use or wear the personal protective equipment required by AAFS or under the *Occupational Health and Safety Act*, regulations or Code
- ✓ staff are not subjected to and do not participate in harassment or violence at the worksite
- ✓ take all precautions necessary to protect the health and safety of every person under their supervision
- ✓ advise every staff under their supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work
- ✓ report concerns about an unsafe or harmful worksite act or condition that occurs/exists or has occurred/existed to AAFS through the internal Notable Happenings System.

**Program Staff will take reasonable steps to:**

- ✓ protect the health and safety of themselves, our members, and other people at or near the worksite
- ✓ cooperate with their leaders to protect the health and safety of themselves and others
- ✓ use all devices and wear all personal protective equipment for the worker's protection as required by the employer or the *Occupational Health and Safety Act*, regulations or Code
- ✓ refrain from causing or participating in harassment or violence
- ✓ report concerns about an unsafe or harmful worksite act or condition that occurs/exists or has occurred/existed to AAFS or leadership

**AAFS, All Staff & Community Partners will take reasonable steps to:**

- ✓ cooperate with any person exercising a duty imposed by the *Occupational Health and Safety Act*, regulations or Code
- ✓ comply with the *Occupational Health and Safety Act*, Regulations and Code and any worksite policies, procedures and codes of practice
- ✓ encourage all employees and stakeholders to bring any safety concerns forward to their supervisor or any leadership team member.
- ✓ ensure all work-related injuries/illness or near misses must be reported to the employee's supervisor or a member of the leadership team. An employee who reports and accident will be treated with consideration. However, an employee who causes an accident and does not report it will be subject to discipline