

## **SAMPLE ORGANIZATIONAL SAFETY POLICY**

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### **PURPOSE**

To set out the policy and steps through which the First Nations Health Organization shall maintain a safe environment.

### **POLICY**

The First Nations Health Organization shall maintain a safe environment for all employees or visitors using the Health Organization's buildings or grounds. As well, the First Nations Health Organization will follow and abide by all safety standards as outlined through Federal and Provincial work safety standards.

### **POLICY APPLICATION**

1. The Director of Health or his/her designate shall establish rules and regular inspection procedures needed for fire escape routes, safety in buildings, use of equipment, company vehicles and grounds.
2. Safeguards shall be provided through:
  - Careful housekeeping.
  - Approved installation and maintenance of equipment.
  - Prominently posting federal, provincial and local safety regulations.
  - Displaying, where appropriate, information regarding possible hazards, safeguards, precautions and treatments.
3. No employee shall leave the Health Organization without first ensuring that all power equipment is shut off.
4. No piece of equipment shall be used that does not conform to existing safety standards in effect at the time.
5. Employees shall report to the Director of Health any defects in buildings or equipment that might prove injurious to the health and safety of employees or visitors.
6. On receipt of a report regarding hazardous equipment or conditions, the Director of Health may suspend operation of the facility or equipment and shall initiate corrective action that may include a written report to the Health Board.
7. Employees must be thoroughly familiar with all safety manuals that pertain to equipment in the Health Office and abide by the requirements.
8. The Health Director shall conduct an annual review of all safety standards for the Health Organization.