

## Occupational Health and Safety Policy

---

### Intent

The Purpose of a Health and Safety Policy is to:

- Promote, and commit to, a healthy and safe workplace for all Program employees (in accordance with the Occupational Health and Safety Act (OHSA));
- Provide clear and concise safety practices, guidelines and expectations for all Program Personnel (I.e. Program employees, any independent contractors working for the organization, Program volunteers and Program Participants);
- Identify the responsibilities of the Board of Directors and all Program Personnel to ensure a safe and healthy environment for all; and
- Identify any potential workplace/Program hazards and ensure the necessary training, safety practices, procedures and precautions (including personal protective equipment, if required) are in place.

### Responsibilities

The Board of Directors

It is the responsibility of El Sistema Grey Bruce – The Big Sound's (also referred to as The Big Sound and/or TBS) Board of Directors to ensure all reasonable precautions are taken to protect the health and safety of all TBS employees, any independent contractors working for the organization, in addition to all Program volunteers and participants. To this end, the Board of Directors will:

- In accordance with the OHSA, establish and maintain a Joint Health and Safety Committee (JHSC), if/when sufficient numbers of employees are employed by TBS at each Program site.
- Develop health and safety procedures/practices in consultation with the JHSC (if one exists) and set-up regular reviews in order to keep pace with changes in the workplace.
- Ensure all Program Personnel are adequately informed of and compliant with this Policy and all safety procedures/practices established by the Board of Directors, the JHSC (if one exists), and with the Ontario Health and Safety Act (OHSA) that safeguards workers' right to know, right to participate, and right to refuse unsafe work.

## El Sistema Grey Bruce – The Big Sound

- Provide all Program Personnel with information about any potential hazards in the workplace/Program, including equipment and materials that may be required to get the job done.
- Provide all Program Personnel with any training, supervision, coaching and mentoring necessary to ensure their health and safety while engaged in TBS activities/work.
- Encourage and accept inquiries/feedback from Program Personnel pertaining to health and safety.
- Investigate, record and report all hazardous incidents and/or occupational health and safety concerns and ensure timely, appropriate corrective actions are taken to prevent a recurrence.

### **Program Personnel**

All Program Personnel (i.e. employees, independent contractors, volunteers working for the organization) have the responsibility to:

- Comply with TBS health and safety procedures/practices established by the Board of Directors and/or the JHSC (if one exists) and with all health and safety regulations, as outlined in the OHSA.
- Report to the Board of Director's Health and Safety Lead any safety concerns, hazards and/or equipment defects.
- Report to the Board of Directors any injuries, child-safety/security concerns/incidents and/or accidents that occur.
- Report to the Board of Directors any type of abuse, harassment and/or neglect, including abuse perpetrated by Program participants (refer to the organization's Abuse Prevention Policy).

### **Direct Service Personnel**

*(Program Personnel (both paid and unpaid) working directly with Program participants)*

Direct Service Personnel specifically have the responsibility to:

- Ensure that all equipment/materials used in the Program (i.e. scissors, other sharp tools, musical instruments) are used safely.
- Select only non-toxic materials, such as non-toxic glues and paints, for the Program participants to use during Program activities.
- Follow safe practises always, such as washing hands (refer to our Hand Washing Policy) and not putting materials into mouth

## El Sistema Grey Bruce – The Big Sound

- Monitor the use of materials that can produce powder-like substances that could be inadvertently inhaled, such as string resin or blackboard chalk.
- Supervise the set-up and handling of musical instruments and other Program equipment, such as music stands, audio/visual/lighting equipment, to avoid the potential for accident/injury.
- Ensure that Program participants do not play musical instruments too close to one another.
- Ensure that Program participants incorporate proper playing techniques (i.e. that they are sitting comfortably with good posture and that they warm-up appropriately, etc.) to reduce the potential for repetitive strain injuries.
- Ensure that all Program participants feel comfortable emotionally, physically and psychologically; paying attention to the need to be sensitive to and respectful of religious and cultural traditions in addition to the need for personal space.
- Make all Program Personnel aware when an individual has an allergy, for example to peanuts, to ensure that all necessary precautions are taken.
- Take the necessary precautions to ensure high traffic areas, floors and other surfaces are free of any tripping hazards/obstructions. Exercise cautions when carrying instruments or other items to avoid trips, slips and/or falls.

El Sistema Grey Bruce - The Big Sound would like to acknowledge and thank Sistema Toronto for sharing their Occupational Health and Safety Policy with our organization.