

Title:	Health & Safety Policy Procedure	Date of Original Board Approval:	February 2001
Approved by:	Mark Runciman	Revision Date(s):	April 2016
Reviewed By:		Date of Next Review:	
Location:	All RBG Properties	Ref. No:	HS-001

Policy

RBG is committed to conducting its activities to provide every employee, volunteer and member of the public with an environment that is free from health & safety hazards. Employees or volunteers will not be required, or knowingly allowed, to work in an unsafe manner.

Management will manage our Health and Safety programs and activities in accordance with accepted principles of loss control, accident prevention standards and in accordance with the Occupational Health & Safety Act and all applicable regulations.

A safe, injury and accident free workplace is our goal. With commitment and cooperation from every employee and volunteer at RBG we will accomplish this goal.

Purpose

To ensure that all employees and volunteers of RBG understand that safety is of utmost importance at RBG.

Scope

This policy and procedure applies to all employees and volunteers associated with RBG.

Roles & Responsibilities

All Employees and Volunteers – All employees and volunteers are responsible for following all procedures, working safely and supporting RBG's safety goals. The Board of Directors, management, employees and volunteers at every level are responsible and accountable for RBG's overall Health & Safety initiatives. Participation by all employees and volunteers is necessary to achieve the safety excellence that RBG expects. Anything less is unacceptable.

Management – In addition to the duties outlined above all Managers will ensure that safe and healthy working conditions are maintained. Management will participate in Health and Safety programs and support all employees and volunteers with proper equipment, training and operating procedures. Management will respond in writing to any recommendation of the Joint Health & Safety Committee (JHSC) within 21 days in accordance with the Occupational Health & Safety Act.

Human Resources – Human Resources will develop and revise policies in line with legislative requirements and best practices, and ensure effective communication and training to all employees and volunteers.

Joint Health & Safety Committee - The committee will participate in the policy development and revision process by providing input. The Joint Health & Safety Committee approves the final content of the policy and procedure before final approval is obtained.



Contractor's Obligation - All contractors and their employees will meet or exceed Royal Botanical Gardens Health and Safety Program and Policy. See Contractor Policy.

Communication

All health and safety policies and procedures will be made available to employees and volunteers. This includes the intranet, H&S binders at staff facilities, and links to the RBG website for students, volunteers and contractors.