

Ministry Name

Health and Safety Program Guidelines

Each ministry must design a program to suit their specific needs. The following is intended as a guide for the elements to be included in a health and safety program. Not all ministries will require all elements. It is essential that you refer to the Occupational Health and Safety Act for your province/territory to ensure you are meeting the requirements of the legislation within your jurisdiction.

The [Ministry] recognizes that one of our primary responsibilities is the provision of the safest possible conditions for our workers and everyone having access to our premises. We take seriously our responsibilities for safety and compliance with the Occupational Health and Safety Act, WHMIS, and other related legislation. As a result, the [Ministry] has a defined plan designed to prevent accidents and occupational illnesses.

For the purpose of this policy, the term “worker” refers to anyone who receives remuneration for ministry, service, or work. The term “supervisor” refers to anyone who oversees the work of another person.

While volunteers are not covered by the Occupational Health and Safety Act or its regulations, the [Ministry] is also committed to fulfilling its responsibilities concerning the health and safety of its volunteers, and believes this policy helps facilitate that objective. Volunteers are responsible for conducting themselves in a manner that is consistent with the [Ministry's] health and safety policy and shall be given appropriate training to do so where necessary. Depending on the circumstances, volunteers who fail to meet these responsibilities may not be permitted to continue in their role and ministry.

The policy and program/procedures are to be reviewed every year by the governing body.

1. Education Policy
2. Health and Safety Representative
(This section is required only if there are more than five workers, including managerial staff.)
3. Workplace Inspections and Work Refusal
(This section is required only if there are more than five workers, including managerial staff. However, all ministries are encouraged to conduct workplace inspections as a best practice.)
4. Incident Report and Hazard Notification
5. Accident Investigation—Non-critical Injury
6. Critical Injury Report and Investigation
7. Hazardous Materials
8. First Aid
9. Protective Equipment
10. Workplace Harassment and Violence
11. Workplace Safety Insurance
12. Contractor Requirements
13. Emergency Plan