

Canadian Association for Equality General Safety Policy, Drug and Alcohol, and Violence Prevention Policies

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Definitions

“workplace” means any property or premise under the control of the Canadian Association for Equality. Workplace includes but is not limited to all activities that occur within the Canadian Centre for Men and Families. Workplace provisions apply to all volunteers.

1. Safety – General Policy

We take your safety seriously and any willful or habitual violation of safety rules will be considered cause for dismissal. In this regard, it is important that adequate policies and procedures be developed and adhered to in order to ensure safe, efficient operating conditions, thereby safeguarding employees, volunteers, clients and facilities. Help yourself and others by reporting unsafe conditions or hazards immediately.

2. Injuries

All employees and volunteers are required to immediately report all occupational illnesses or injuries to your supervisor, no matter how minor.

3. Specific safety rules and guidelines

To ensure your safety, and that of all employees and volunteers, please observe and obey the following rules and guidelines:

- Observe and practice the safety procedures established for the job.
- In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee or volunteers treat his own or someone else's injuries.
- In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the employee or volunteer is not to be moved until medical attention has been given by authorized personnel.
- Pile materials or equipment so as not to block aisles, exits, fire-fighting equipment, electric lighting or power panel, valves, etc.
- Keep your work area clean.
- Do not smoke in CAFE premises, including the Canadian Centre for Men and Families.
- Running and horseplay are strictly forbidden.

- Do not tamper with electric controls or switches.
- Do not engage in such other practices as may be inconsistent with ordinary and reasonable common-sense safety rules.
- Report any UNSAFE condition or acts to your supervisor.
- HELP TO PREVENT ACCIDENTS.
- Use designated passages when moving from one place to another; never take hazardous shortcuts.
- Lift properly—use your legs, not your back. For heavier loads, ask for assistance.
- Do not throw objects.
- Place trash and paper in proper containers.

4. Safety checklist

It's every individual's responsibility to be on the lookout for possible hazards. If you spot one of the conditions on the following list – or any other possible hazardous situation – report it to your supervisor immediately.

- Slippery floors and walkways
- Tripping hazards
- Missing (or inoperative) entrance and exit signs and lighting
- Poorly lighted stairs
- Loose handrails or guardrails
- Loose or broken windows
- Dangerously piled supplies or equipment
- Open or broken windows
- Unlocked doors and gates
- Electrical equipment left operating
- Open doors on electrical panels
- Leaks of steam, water, oil, etc.
- Blocked aisles
- Blocked fire extinguishers, hose sprinkler heads
- Blocked fire doors
- Evidence of any equipment running hot or overheating
- Evidence of smoking in CAFE premises, including the Canadian Centre for Men and Families
- Roof leaks
- Directional or warning signs not in place
- Safety devices not operating properly

5. Drugs and Alcohol Policy

Our policy is to employ a volunteer force free from alcohol abuse or the use of illegal drugs. CAFE takes drug and alcohol abuse as a serious matter and will not tolerate it. CAFE absolutely prohibits the use of alcohol or non-prescribed drugs while on CAFE premises. The use, sale or possession of alcohol or drugs while volunteering for CAFE or on CAFE premises will result in disciplinary action, up to and

including termination of the volunteer relationship, and may have legal consequences. If you have a drug or alcohol problem, please ask for our help!

6. Violence Prevention Policy

a. Zero tolerance

CAFE has a policy of zero tolerance for violence. If you engage in any violence in CAFE premises, or threaten violence, your employment or volunteer relationship will be terminated immediately for cause. No talk of violence or joking about violence will be tolerated.

“Violence” includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone associated with CAFE, including employees, volunteers and clients, never feels threatened by anyone’s actions or conduct.

b. Workplace security measures

In an effort to fulfill this commitment to a safe environment for employees, volunteers and clients, a few simple rules have been created. These are:

- Access to the company’s property is limited to those with a legitimate business interest.
- All visitors and clients must announce their presence at reception immediately upon entry.

c. All weapons banned

The company specifically prohibits the possession of weapons by any employee, volunteer or client while on CAFE property. Employees and volunteers are also prohibited from carrying a weapon while performing services off CAFE’s business premises.

Weapons include guns, knives, explosives, and other items with the potential to inflict harm. Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

d. Inspections

All equipment within the Canadian Centre for Men and Families or in possession of the Canadian Association for Equality is the property of the business. We reserve the right to enter or inspect your volunteer or work area including, but not limited to, desks and computer storage disks, with or without notice.

The fax, copier, and mail systems, including e-mail, are intended for business use. Personal business should not be conducted through these systems. Under conditions approved by management, telephone conversations may be monitored and voice mail messages may be retrieved in the process of monitoring customer service.

Any private conversations overheard during such monitoring, or private messages retrieved, that constitute threats against other individuals can and will be used as the basis for termination of employment or volunteer relationship for cause.

e. Reporting violence

It is everyone's business to prevent violence in the workplace. You can help by reporting what you see in the workplace that could indicate that a co-worker or volunteer is in trouble.

You are encouraged to report any incident that may involve a violation of CAFE's policies that are designed to provide a comfortable volunteer and work environment. Concerns may be presented to the President.

All reports will be investigated and information will be kept confidential.