

Japanese Canadian Cultural Centre  
Policy and Compliance  
Policy Record

Policy #: 0009\_\_\_\_\_

Policy Description: Health and Safety Policy that applies to the Japanese Canadian Cultural Centre (JCCC), located at 6 Garamond Court, Toronto.

Board Approval Date: May 12, 2003

Policy:

The Japanese Canadian Cultural Centre is vitally interested in the health and safety of all its employees, volunteers and visitors. A safe and healthy workplace benefits the JCCC and its employees. The JCCC will take every reasonable precaution to prevent injury or illness to employees and the public, participating in JCCC activities, or performing their duties. This shall be accomplished by providing and maintaining a safe, healthy working environment, and by providing the education necessary to perform these JCCC related activities or duties safely.

It is the policy of the Japanese Canadian Cultural Centre to:

1. Establish a safe and healthy work environment within its premises;
2. Provide an environment as free as reasonably possible from fire and security hazards;
3. Work towards eliminating the potential for personal injury or work related illnesses, through direct action and education;
4. Review and update this Health and Safety Policy annually.

Contractors:

The JCCC will request copies of relevant Health and Safety Policies from Constructors in charge of construction work on JCCC premises. Cooperation and support of the Contractor in the protection of workers from injury or occupational disease is an important, continuing object of the JCCC. The JCCC will request that the Contractor endeavour to make every effort to ensure the provision and maintenance of a work site that is a safe and healthy work environment, recognizing that ultimately this responsibility is the Contractor's. The policy of the JCCC is to insist that all Contractors and their workers on the JCCC premises are suitably trained, knowledgeable and dedicated to the continuing objective of reducing risk and injury.

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Responsibilities:

- Each employee is responsible for the effective implementation of this Policy.
- Employees must conduct themselves in a manner that promotes safe working conditions and safe actions.
- Every employee is responsible for bringing to the attention of management any condition and practice not in agreement with this Policy.

Health And Safety Representative:

The administration of the Japanese Canadian Cultural Centre will select a Health and Safety Representative. Should the staff size increase to 20 persons or more, a Joint Health and Safety Committee will be established.

The Health and Safety Representative will be responsible for regular reviews and inspections of the JCCC premises for health and safety concerns, and for making recommendations to the JCCC's Executive Director and Management Committee for improvements to the JCCC's health and safety practices and Policy as necessary.

Effective Date: June 1, 2003

Supersedes Policy: \_New\_\_\_\_\_