

The Parish of The Church of the Redeemer (“The Parish”)

HEALTH & SAFETY PROGRAM

The Parish 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 Parish 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 Parish is also committed to fulfilling its responsibilities concerning the health and safety of its volunteers, and the Parish believes this policy helps facilitate that objective. Volunteers are responsible for conducting themselves in a manner which is consistent with the Parish’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.

This policy and program is to be reviewed every year by the Churchwardens.

1. Education Policy

1.1 All supervisors will participate in health and safety training to ensure that all workers are aware of and engage in safe work practices, in order to minimize the risk of occupational injury and illness.

1.2 Workers are expected to apply the knowledge gained in order to reduce the risk of occupational injury or illness to themselves or their co-workers.

1.A Education Program

1.A.1 All supervisors shall participate in training covering, but not limited to, these occupational health and safety topics:

- a) Health and Safety Responsibilities of Supervisors
- b) Hazard Recognition and Control
- c) Workplace Inspections
- d) Health and Safety and the Law
- e) WHMIS

1.A.2. Participants shall be required to demonstrate competency in the subject matter

1.B Education Procedures

1.B.1 The Churchwardens will be responsible for maintaining a health and safety educational program.

1.B.2 The Churchwardens shall keep a record of all supervisors who have completed Occupational Health and Safety education training and shall place a copy of this record in the individual's personnel file at the Parish.

2. Health and Safety Representative

2.1 The Parish shall ensure the election of a Health and Safety Representative and facilitate the operation of this Representative, as required by the Occupational Health and Safety Act.

2.A Health and Safety Representative Program

2.A.1 A Health and Safety Representative shall be elected from those workers who do not hold managerial positions. A record of the election, name and work location of the Health and Safety Representative shall be posted on the Health and Safety bulletin board and maintained in the Health and Safety file.

2.A.2 A Health and Safety Representative shall complete the Parish educational program listed in 1.A.1.

2.A.3 It is the function of the Health and Safety Representative to:

- a) identify situations that may be a source of danger or hazard to workers,
- b) make recommendations to the employer and workers for the improvement of health and safety,
- c) conduct monthly inspections,
- d) evaluate the sufficiency of the education and training program and whether all workers are thoroughly knowledgeable of their rights, restrictions, responsibilities and duties.

2.A.4 All workers should discuss their safety concerns with their immediate supervisor before bringing them to the attention of the Health and Safety Representative. It is, however, recognized that there may be occasions when circumstances will prevent this.

2.A.5 The Health and Safety Representative shall conduct a monthly workplace inspection. A copy of the inspection form shall be forwarded to the Churchwardens.

2.A.6 All recommendations of the Health and Safety Representative shall be sent in writing to the Churchwardens for action.

2.B. Health and Safety Representative Procedures

2.B.1 The Health and Safety Representative shall forward a copy of the formal recommendations to the Regional Dean if the recommendations are not addressed in a timely manner

3. Workplace Inspections

3.1 The Parish shall facilitate workplace inspections by a Health and Safety Representative as required under the Occupational Health and Safety Act.

3.2 The Parish shall encourage ongoing safety reviews of the workplace by all workers as a means of promoting general safety awareness. All workers are required to report hazardous situations to their supervisors immediately when they detect such situations.

3.A. Workplace Inspections Program

3.A.1 A Health and Safety Representative shall inspect the physical condition of the workplace, at least once a month.

3.A.2 If it is not practical to inspect the entire workplace at least once a month, a schedule will be provided where at least part of the workplace shall be inspected each month so that the entire workplace is inspected at least once each year.

3.A.3 Regular inspections of the workplace shall be carried out as part of the ongoing routine responsibility of supervisory staff, who because of their training and experience should be aware of and alert to unsafe working conditions and practices. When such situations are discovered, they will be corrected within a reasonable time frame.

3.A.4 Inspections should be scheduled well in advance with a copy of the schedule including the location and dates provided to the Churchwardens.

3.A.5 An inspection report shall be developed by the Churchwardens. This inspection report will be revised and kept up to date, as required.

3.A.6 Following the inspection, the inspection report shall be completed, signed and forwarded in a timely fashion to the Churchwardens and a copy shall be placed in the Health and Safety file in the parish office.

3.A.8 In order to facilitate a complete and thorough inspection, the inspector should follow these steps:

- a) Always refer to previous inspection reports and information about illnesses, injuries and accidents that have occurred since the previous inspection.
- b) Follow an established route when performing an inspection, this route should be the same as the process flow.
- c) Take time to observe the types of tasks being performed.
- d) When an unsafe condition or action exists which requires immediate attention, always ask the supervisor to correct it and inform appropriate workers of the corrective action taken.
- e) Recommend corrective actions.
- f) One copy of the inspection report shall be posted on the Health and Safety bulletin board in the inspected workplace.

3.B. Workplace Inspection Procedures

3.B.1 The Health and Safety Representative shall remind the Churchwardens if the recommendations are not addressed after two months and notify the Regional Dean after three months.

4. Incident Report and Hazard Notification

4.1 The Parish shall ensure that thorough investigations of all reported workplace incidents and hazards are undertaken. The investigation process attempts to determine the cause(s) of incidents and hazards, and ensures that appropriate corrective actions are taken to prevent recurrences.

4.2 The investigation process is not to be a “fault finding” procedure, but a fact finding and problem solving exercise. No matter what the cause(s) may be, for an incident or hazard, it should not be used to apportion blame. Where human error is established as the cause of an incident or hazard, it shall be dealt with objectively.

4.A. Incident Investigation and Hazard Notification Program

4.A.1. The worker (with the assistance of the Health and Safety Representative, if desired) will document the incident or hazard, identify symptoms, and report the problem(s) to the supervisor.

4.A.2. The supervisor (or H&S Representative) makes recommendations for preventing the incident or removing the hazard.

4.A.3. The supervisor shall ensure that corrective action is taken.

4.A.4. The worker cooperates with all corrective action taken (and a Health and Safety representative monitors the situation and records it in future workplace inspections).

4.B. Incident Investigation and Hazard Notification Procedures

4.B.1 The Churchwardens shall develop a Parish Incident Form and make sure it is accessible to the workers.

5. Accident Investigation

5.1 The Parish shall ensure that thorough investigations of all reported workplace accidents are undertaken. The investigation process attempts to determine the cause(s) of accidents and ensures that appropriate corrective actions are taken to prevent recurrences.

5.2 The investigation process is not to be a “fault finding,” but a fact finding and problem solving exercise. No matter what the cause(s) may be, for an accident, it should not be used to apportion blame. Where human error is established as the cause of an accident, it shall be dealt with objectively.

5.3 The Parish shall also ensure that proper notification of immediate families are made unless the injured person requests otherwise.

5.A. Accident Investigation Program (Non-critical Injury Investigation)

5.A.1. The first consideration is always the well-being of the injured worker. The first worker to arrive on the scene shall call for emergency service and secure the area to prevent further injury or damage. If required, the first worker qualified to administer First Aid should provide first aid to the injured worker.

5.A.2 Where the injured worker is unable to resume regular duties, the supervisor shall ensure that the worker is provided transportation to a hospital, a physician, or to the worker's home, as is necessary. In cases of serious injury, and where possible, another worker should accompany and remain with the injured worker.

5.A.3 If there is a possibility that any circumstances surrounding the accident may constitute an imminent danger to anyone, action shall be taken immediately by the supervisor to remove the apparent hazard or temporarily discontinue the work under investigation without awaiting the outcome of the investigation.

5.A.4 The supervisor shall immediately notify the Churchwardens.

5.A.5 The supervisor or designate, with authority over the workplace shall perform an accident investigation for each accident occurring in the workplace. (A Health and Safety Representative shall also perform an investigation of the accident.)

5.A.6 The supervisor with authority over the workplace is responsible for:

- a) inspecting the scene of the accident and all tools and equipment being utilized at the time of the accident, obtaining and reviewing all pertinent work procedures and safety measures, training and equipment maintenance records and for interviewing and documenting as accurately and completely as possible the chronology of events and actions taken by those involved before, during and after the accident;
- b) assessing all the information at hand and determining as far as possible the cause of the accident and all contributing factors;
- c) recommending and implementing immediate corrective actions where possible which will prevent or reduce the risk of a recurrence of a similar accident; and recommending additional corrective actions, as required, for approval and implementation at a later date.

5.A.7 The supervisor shall complete the " Accident Investigation Form" which is to be forwarded to the Churchwardens. The form includes:

- a) injured person: name, address, telephone number, occupation, work unit, work telephone number; date, time and exact location of the accident;
- b) concise description of the injury; if first aid was administered, record the actions taken and the time, the name and phone number of the person providing aid, obtain copy of Accident Investigation Form
- c) if injured worker was taken to physician/hospital, record time, where taken, how they were taken and name of person accompanying them;
- d) concise description of any and all property damage or material loss; a record which outlines the condition of the work area, tools and equipment in use at the time of the accident and note the environmental conditions at the worksite using photographs or sketches where possible;
- e) a review all work and safety procedures to be utilized in the work area, or related to the operation being undertaken at the time of the accident;
- f) a record of what training, personal protective equipment, etc. is required to perform the work. Obtain copies of all relevant, regular maintenance and/or testing requirements, schedules, etc.; records of interviews with all the parties directly involved in the accident first; then of interviews with co-workers involved with the operations or located in the immediate vicinity of the accident and any other witnesses. The purpose of the interview is to try to obtain an accurate and complete chronology of events and facts pertaining to the accident.

5.A.8 The investigating supervisor shall identify and document immediate corrective action taken to prevent similar occurrences.

5.A.9 The Churchwardens should review the report at their next regular meeting or at a special meeting if required. Where appropriate, additional recommended corrective actions must be taken..

5.B. Accident Investigation Procedures

5.B.1 The Churchwardens must develop an Accident Investigation Report.

5.B.2 The Churchwardens must ensure the supervisors know what to do in the case of an accident and that the supervisors have trained their workers to follow these procedures.

6 Critical Injury Report and Investigation

6.1 Where a worker or any other person is critically injured or dies at the Parish as a consequence of a workplace accident, the Parish shall ensure that prompt medical attention is provided, that a thorough investigation to identify causes is completed, and that appropriate corrective measures are implemented.

6.2 The Parish shall also ensure that proper notification of immediate families and appropriate ministries are made unless the injured person requests otherwise.

6.A. Critical Injury Report/Investigation Program

6.A.1 A critical injury as defined by Ontario Regulation 834 under the Occupational Health and Safety Act is an injury of a serious nature that:

- a) places life in jeopardy;
- b) produces unconsciousness;
- c) results in substantial loss of blood;
- d) involves the fracture of a leg or arm but not a finger or toe;
- e) involves the amputation of a leg or arm, hand or foot but not a finger or toe;
- f) consists of burns to a major portion of the body; or
- g) causes the loss of sight in an eye.

6.A.2 The first consideration should always be the well-being of the injured person. The first worker to arrive on the scene shall call for an emergency service (911) to provide health care and shall secure the area to prevent further injury if necessary. The worker must then notify their immediate supervisor, or designate, of the accident.

6.A.3 The first worker who is qualified to administer First Aid to arrive on the scene should provide First Aid to the injured person.

6.A.4 The most senior supervisor in attendance, at the scene of a critical injury shall be responsible for cordoning off the area, to ensure that, no person interferes with, disturbs, destroys, alters or carries away any wreckage, article or thing at the scene of or connected with the occurrence until permission to do so has been given by a Ministry of Labour inspector.

6.A.5 The supervisor with authority over the workplace in which the critical injury has occurred shall immediately notify the Churchwardens.

6.A.6 The supervisor, or their designate, will notify the injured worker's immediate family or other persons if so directed by the injured worker.

6.A.7 The supervisor with authority over the workplace shall immediately commence an accident investigation.

6.A.8 In the case of parishes that have more than 5 workers, the supervisor shall inform the Health and Safety Representative who shall perform his/her accident investigation. The Health

and Safety Representative's report must be sent by the Representative to the Ministry of Labour and the Churchwardens, within forty-eight hours from the time of the occurrence of the accident.

6.A.9 Workers of the Parish are expected to co-operate fully with police, Ministry of Labour Investigators or other authorized personnel when questioned.

6.A.10 The supervisor shall ensure that a Notice of Critical Injury or Death is completed and posted.

6.A.11 The supervisor shall complete a Critical Injury Report and forwarded it to the Churchwardens (and the Health and Safety Representative) within twenty-four 24 hours. The Churchwardens shall review the supervisor's report for accuracy and completeness and forward it to the Ministry of Labour, within forty-eight (48) hours of the critical injury or death.

6.A.12 The Critical Injury Report and the Notice of Critical Injury shall include:

- a) name and address of the employer and contractor, if appropriate;
- b) the nature and the circumstances of the occurrence and the bodily injury sustained;
- c) a description of the machinery or equipment involved;
- d) the time and place of the occurrence;
- e) the name and address of the person who died or was critically injured;
- f) the names and addresses of all witnesses to the occurrence; and
- g) the name and address of the physician or surgeon, if any by whom the person was or is being attended for the injury.

6.A.13 The Churchwardens shall notify the Workplace Safety and Insurance Board by completing and sending in Form 7, if the worker is covered by Workplace Safety Insurance.

6.B. Critical Injury Investigation Procedures

6.B.1 The Churchwardens must develop a Critical Injury Investigation Report.

6.B.2 The Churchwardens must ensure the supervisors know what to do in the case of a critical injury and that the supervisors have trained their workers to follow these procedures.

7. Hazardous Materials

7.1 The Parish shall ensure that a program for the identification, safe use, storage, transportation, spill cleanup and disposal of all workplace hazardous materials is developed, implemented and maintained in compliance with all applicable legislation.

7.2 The Parish shall ensure that less harmful materials are substituted for hazardous materials being used in the workplace wherever possible.

7.3 A hazardous material is defined as any solid, liquid, or gaseous material that is identified as a controlled product under the Federal Hazardous Products Act, a hazardous material under the Occupational Health and Safety Act, WHMIS and other Regulations.

7.A. Hazardous Materials Program

7.A.1 The Parish shall only purchase products after the Material Safety Data Sheets are reviewed and wherever possible, shall only purchase those products deemed the least hazardous.

7.A.2 The Parish shall ensure current Materials Safety Data Sheets (less than three (3) years old) for all hazardous materials are in a binder and available to all workers (and the Health and Safety Representative).

7.A.3 The Churchwardens shall ensure that all hazardous materials entering the workplace are properly labeled with the appropriate WHMIS supplier label or a workplace label where the supplier label is unreadable or missing.

7.A.4 All supervisors shall ensure that workers, working with any hazardous material, have received training in its safe use, handling, storage and disposal.

7.A.5 Training will be provided in accordance with WHMIS Regulations.

7.A.6 Where Consumers' Products are used, instead of WHMIS products, the supervisor shall endeavor to obtain Material Safety Data Sheets for these products and have them placed at the back of the WHMIS MSDS binder.

7.A.7 An assessment and an inventory shall be made of all hazardous materials on site. The assessment shall be retained by the supervisor, with a copy for review by the Ministry of Labour upon request.

7.A.8 Where the assessment identifies that a worker's health may be affected by inhalation, ingestion or skin absorption, a control program shall be developed by the supervisor.

7.A.9 When a hazardous material spill is discovered by a worker, the worker is to call 911 and if applicable, the Municipality, Province or Environment Canada shall be notified.

7.A.10 A supervisor shall develop a spills contingency plan where there are hazardous materials in the workplace which will include the following information as a minimum:

- a) personal protective equipment to be worn during clean up,
- b) procedures for containment and securing the area,
- c) neutralizing material if one is available for that substance,
- d) waste disposal procedure, and
- e) training of staff responsible for responding to the spill.

7.A.11 The supervisor shall ensure appropriate containment, clean up and disposal of the hazardous material is undertaken.

7.A.12 The supervisor shall complete an Accident Investigation in accordance with the Accident Investigation Program and Procedures above.

7.B. Hazardous Materials Procedures

7.B.1 The Churchwardens shall ensure designated workers participate in training sessions in WHMIS.

8. First Aid

8.1 The Parish shall ensure that first aid stations are set up and maintained at each work location.

8.A. First Aid Program

8.A.1 The Parish shall supply and maintain a first aid station in accordance with Regulation 1101 of the Workplace Safety Insurance Act. The first aid stations shall be located so that they are easily accessible for prompt treatment of workers. Each first aid station shall contain the following:

- a) a first aid box containing supplies consistent with the number of people being served by the station;
- b) a notice board displaying a list of the workers in charge of the station along with a copy of their current first aid certificates, work locations, and phone numbers;
- c) an inspection card indicating the contents of the box;
- d) a record indicating the details of the instances where the station was used; and
- e) a WSIB poster known as Form 82, entitled "In All Cases of Injury".

8.A.2 All First Aid Boxes shall contain bandages and other supplies indicated in Regulation 1101, Sections 8, 9 and 10.

8.A.3 The Churchwardens shall appoint First Aid Attendants and ensure that they have certification training.

8.A.4 The First Aid Attendant shall inform the Churchwardens so that he/she can ensure that the First Aid Station is maintained and the contents of the first aid boxes are inspected and stocked appropriately.

8.A.5 The First Aid Attendant shall inform the Churchwardens of any accidents, who will then complete an Accident Investigation Form.

8.B First Aid Procedures

8.B.1 The Churchwardens shall ensure the Parish facility has at least one worker trained and qualified in first aid treatment at all times when workers are performing their duties.

9. Protective Equipment

9.1 The Parish shall ensure equipment and protective devices are provided as prescribed by the Occupational Health and Safety Act and Regulations.

9.2 The Parish shall maintain its equipment, materials and protective devices in good condition.

9.3 All equipment, materials and protective devices provided by the Parish shall be used as prescribed by the Occupational Health and Safety Act and Regulations.

9.A. Protective Equipment Program

9.A.1 The Churchwardens are responsible for ensuring that all protective equipment, material and devices are provided in the workplace, maintained in good condition, and used as prescribed by the Occupational Health and Safety Act and Regulations.

9.A.2 The supervisor is responsible for ensuring that all workers under their authority work with and/or wear the protective devices or clothing, measures, and procedures required by this policy, operational policies of the workplace and the Occupational Health and Safety Act and Regulations.

9.A.3 The supervisor shall identify any potential or existing danger to workers under their authority and advise the worker(s) of the danger.

9.A.4 The supervisor is responsible for ensuring workers are instructed in the proper fit, use, maintenance, and storage of all protective clothing and personal protective equipment.

9.A.5 The supervisor is responsible for regular inspection, proper maintenance and proper storage of all such equipment.

9.A.6 The worker is responsible for using or wearing the equipment, protective devices or clothing that the Parish or the supervisor requires be worn or used. When protective equipment is required and provided by the employer and the worker is not using it as prescribed, necessary disciplinary actions will be taken.

9.A.7 Workers shall report to the supervisor the absence of or defect in any equipment or protective device, which they are aware as provided by the Occupational Health and Safety Act and Regulations.

9.A.8 The supervisor shall ensure appropriate gloves are provided for workers who are exposed to the hazards of chemicals, infectious agents, cuts, lacerations, abrasions, punctures, burns and harmful temperatures.

9.B. Protective Equipment Procedures

9.B.1 The Churchwardens shall ensure appropriate personal protective equipment is provided and that workers are trained in the proper use of this equipment required by their position.

10. Lunch Program - Kitchen Space

10.1 Redeemer's Drop-In Meal Program adheres to and follows the City of Toronto's Safe Food Handling protocols and guidelines.

10.2 Outreach Coordinator will be certified through the Food Handler Certification Program governed by the city.

Volunteer Team Leads are highly encouraged to participate in this training, and they are notified of these options throughout the year. Redeemer's Lunch Program budget has built in training for volunteers, and will cover these costs as necessary.

10.3 Staff in Redeemer's Lunch Program follow the public health guidelines for sanitation of surfaces in the kitchen on a daily basis.

All staff and Lunch Program volunteers will follow these rules in Redeemer's kitchen:

- a) Follow the Safe Food Handling Guidelines as designed by the City of Toronto
- b) Wear close toed, non-slip shoes in the kitchen
- c) Wear an apron when performing kitchen prep, serving, and clean up duties
- d) Wear a hair net or baseball cap at all times while in the kitchen
- e) Wear protective gloves and/or aprons when working with the stove/hot food
- f) Avoid sleeveless shirts and dangling jewelry
- g) Wash hands frequently

- h) Use high temperature dishwasher for sanitation of cutlery, plates, and pots.

11. Lunch Program - Drop-In Space

Maximum occupants allowed in the drop-in space at one time per the City Fire Code capacity are 172.

There are 2 main exits, one on the east side of the building and one on the south side of the building, and should be clear at all times.

Volunteers in the drop-in space are aware of protocols when dealing with safety concerns, and are to always involve a staff when needed.

Spills should be cleaned up at the earliest opportunity and a caution sign should be placed on the floor.

12. Ladders

12.1 The Parish shall ensure appropriate training, instruction and supervision is provided to workers who are required to use a ladder.

12.2 The Parish shall maintain all ladders and ensure they are in good working order. All ladders provided by the Parish shall be used as prescribed by the Occupational Health and Safety Act and Regulations and be Canadian Standards Association (CSA) approved.

12.A. Ladder Program

12.A.1 The supervisor shall ensure workers are instructed and implement best practices in the handling of ladders.

12.A.2 All ladders shall be inspected before and after use. Defective ladders shall be tagged and secured away from general use.

12.A.3 Workers shall use a ladder appropriate for a task by considering the strength, type, length and height of the task.

12.A.4. Workers of the Parish shall not go up a ladder over 3 m (10 ft). For circumstances where a ladder may be required for more than 3 m (10 ft), personal protective equipment must be obtained, a fall arrest system must be developed or professional contractors or equipment may be sought.

12.A.5 A **stepladder** shall be about 1 m (3 ft) shorter than the highest point it is to reach which gives it a stable base and places the shelf at a convenient working height. The procedure for using a stepladder is:

- a) Open the stepladder spreaders and shelf, fully.
- b) Check stability. Ensure that all ladder feet are on a firm, level and non-slippery surface.
- c) Place a stepladder at right angles to the work, with either the front or back of the steps facing the work.
- d) Keep the stepladder close to the work.

12.B. Ladders Procedure

12.B.1. The Churchwardens shall provide workers with instruction of the safe handling of ladders.

12.B.2 The Churchwardens shall ensure the workers are trained in the safe handling of ladders.

13. Emergency Plan

13.1. The Parish workers shall know the general guidelines for emergency situations to reduce human injury and damage to property in an emergency.

13.A. Emergency Plan Program

13.A.1 In the case of an emergency, an appointed individual shall function as the Emergency Co-ordinator. This individual shall appoint an alternative when he/she is not at the work site. The Emergency Coordinator:

- a) reports the emergency
- b) activates the emergency plan
- c) assumes overall command
- d) establishes communication
- e) alerts staff
- f) orders evacuation
- g) alerts external agencies
- h) confirms evacuation complete
- i) alerts outside population of possible risk
- j) requests external aid
- k) coordinates activities of various groups
- l) advises relatives of casualties
- m) provides medical aid
- n) ensures emergency shut offs are closed
- o) sounds the all-clear

13.A.2 The Emergency Coordinator shall maintain current list of telephone numbers and addresses of the people they may have to contact in an emergency.

13.A.3 The Emergency Coordinator shall develop a pre-emergency plan which ensures:

- a) evacuation routes are identified, alternate means of escape are determined and shared with staff and all routes are kept unobstructed.
- b) determine specify safe locations for staff to gather for head counts to ensure that everyone has left the danger zone. Assign individuals to assist handicapped workers in emergencies.
- c) first aid treatment of the injured and searches are made for the missing simultaneously with efforts to contain the emergency.
- d) alternative sources of medical aid are offered when normal facilities may not be possible.
- e) containment of the extent of the property loss once the safety of all staff and neighbours has been clearly established.

13.A.4 The Emergency Coordinator shall ensure regular exercises and drills and a thorough and immediate review after each exercise or drill.

13.A. Emergency Procedure

13.B.1. The Churchwardens shall appoint the Emergency Coordinator and will ensure an emergency plan is developed and the workers are trained to implement the plan.

14. Communicable Diseases

14.1 The Parish shall assist workers in safeguarding themselves from communicable diseases to which they may be exposed in the workplace through the provision of operating procedures, personal protective equipment, education, awareness, and immunization programs as are appropriate.

14.2 The Parish recognizes that there is a risk of exposure to a communicable disease. Accordingly, specific immunization and training programs may be required.

14.A. Communicable Diseases Program

14.A.1 The Churchwardens shall ensure that safe operating procedures are developed, implemented, and maintained to minimize the exposure of workers to communicable diseases. Such procedures shall include the provision of personal protective equipment where needed and education of workers about these procedures.

14.A.2 The Churchwardens shall ensure workers are trained regarding the universal precautions for diseases spread by blood and certain body fluids such as HIV and hepatitis B.

14.A.3 The Churchwardens shall ensure workers do not clean up or come into contact with blood, vomit or other bodily fluids/wastes without proper protective gloves.

14.A.4 The Churchwardens shall ensure workers know the proper disposal procedures for broken bottles and used needles which are to go directly into approved, puncture-proof containers.

14.A.5 Where advised by appropriate public health professionals, the Churchwardens will develop an appropriate immunization program for high-risk worker groups.

14.A.6 Should a worker choose not to participate in the immunization program they shall indicate this on the consent form provided by Churchwardens.

14.A.7 All costs incurred for the specific immunization program shall be the responsibility of the Parish as the employer.

14.A.8 When the incidence of a particular communicable disease rises or falls, the need for the activities outlined in this policy and program shall be reviewed by the Churchwardens (in consultation with the Health and Safety Representative).

14.B. Communicable Diseases Procedure

14.B.1. The Churchwardens will ensure training, the implementation of good practices and immunization programs are implemented if appropriate.