

The Synod of the Diocese of Calgary

HEALTH AND SAFETY PROGRAM

1. Preface

- 1.1 The Health and Safety Program of the Synod of the Diocese of Calgary (the Diocese) is subject to revision by the Executive Committee of the Diocese from time to time.
- 1.2 Parishes and providers of other ministries authorized by the Diocese are encouraged to adapt the guidelines of the diocesan Health and Safety Program to the particularities of their local situation.

2. Clarification of Responsibilities

2.1 *Parish Corporation (or equivalent body)*

The responsibilities of the Parish Corporation include

- ensuring that an appropriate program is in place for a safe and healthy work environment, including the provision of an Emergency Preparedness Plan (cf. §6, below), and written safe work procedures for special hazards (cf. §3.1 below)
- ensuring that the annual diocesan Hazards Assessment is completed and signed in a timely fashion; that appropriate follow-up is undertaken in order to eliminate or minimize identified risks; and that the Executive Committee of the Diocese is informed in writing of risks which cannot be adequately addressed by the parish (cf. §5.4 below)
- providing for ongoing and seasonally specific hazards assessment, and
- providing for the maintenance of equipment in safe working order
- ensuring that employees have the training and experience to do their jobs safely
- ensuring that all employees, including new hires, are briefed on the Emergency Preparedness Plan
- informing employees who may be exposed to hazards on the job site
- securing the written commitment of contractors to comply with all provisions of the parish's Health and Safety program, in addition to such safe practices which are enshrined in Code and pertain to their respective trade or skill
- providing a mechanism whereby a representative or agent of any user-group is made aware of fire exits, the location of fire extinguishers, first aid kits, and other such matters as may be thought to pertain to the group's safe use of the facility.

2.2 *Employees*

The responsibilities of employees include

- participating in such health and safety training as may be provided or required
- following safe work procedures as taught and/or required, including the use of personal protective equipment where required
- correcting hazards and/or reporting them to the Parish Corporation or equivalent authority
- participating in inspections and investigations, where applicable
- helping to create a safe work environment by recommending ways to improve the health and safety program of the work place.

3. Written Safe Work Procedures

- 3.1 Parishes are encouraged to give careful attention to situations where workers may need special protection, and to adopt written "safe work procedures" as required. Such situations may include:
 - working alone
 - driving

- maintaining boilers and furnaces
- working at heights
- maintaining bell towers

4. Education and Training

- 4.1 It is the responsibility of the Parish Corporation, or other equivalent body, to ensure that all new employees are oriented to the Health and Safety Policy of the Diocese, and made aware of related practices, procedures, and programs in his or her particular work place. At a minimum, this will include orientation to:
- the location of fire exit routes, first aid kits, and fire extinguishers
 - applicable written procedures
 - employees' rights and responsibilities under the Occupational Health and Safety Regulations
- 4.2 The Parish Corporation, or other equivalent body, will also satisfy itself that employees have received appropriate training to ensure the safe performance of particular work-related duties.
- 4.3 It is the responsibility of employees to avail themselves of such training as is provided by the Diocese or the parish.

5. Hazard Assessment

- 5.1 The Diocese of Calgary will provide annually to each parish, or ministry under its aegis, a Hazard Assessment Checklist.
- 5.2 It is the responsibility of each Parish Corporation, or equivalent body, to ensure that:
- the hazard assessment Checklist is completed, dated and signed
 - that proposed corrective and/or compensatory actions are recorded thereon

Normally, this annual assessment will be undertaken at the same time that other annual diocesan returns are completed.

- 5.3 Parishes are responsible for ensuring that serious risks or unsafe work practices identified during the inspection are addressed forthwith. Other risks are to be eliminated or minimized as practicable.
- 5.4 Parishes unable adequately to address risks are to advise the Executive Committee of the Diocese, in writing.

6. Emergency Preparedness

- 6.1 In responding to situations of actual or potential danger, parishes are to make use of local emergency services, where available.
- 6.2 Each parish is to write an Emergency Preparedness Plan, to include, at a minimum, attention to the following:
- location of and access to the nearest public telephone, and the posting of emergency phone numbers, and locating-information to be provided to emergency responders
 - the posted location of emergency exits, fire extinguishers, and first aid kits
 - the maintenance of appropriate first aid materials