

## **The Synod of the Diocese of Calgary**

### **POLICY ON HEALTH AND SAFETY**

#### **1. Preamble**

The Synod of the Diocese of Calgary (hereafter “the Diocese”) recognizes that the provision of a safe and healthy workplace is vital to the productive ministry of its people and the responsible stewardship of its resources.

Our goal is to ensure that through good management practices, and worker involvement, each workplace under the aegis of the Diocese will be free of personal injury, occupational illness, property damage, or harm to the environment.

#### **2. Scope of Policy**

- 2.1 Compliance with this policy is incumbent upon every parish, congregation, or other official diocesan agency or ministry of the Diocese.
- 2.2 It is intended that all employees, contractors, and parishioners shall be subject to its provisions and such protections as it affords.

#### **3. Compliance**

- 3.1 *Legislative Compliance*  
The Diocese takes as the basis of its decision-making with respect to health and safety issues the Alberta Occupational Health and Safety Act, Regulations, and Code, and/or such other applicable legislation with which it may be required to comply.
- 3.2 *Policy Compliance*  
Once a year, normally at the time diocesan annual returns are submitted, each Parish Corporation, or equivalent body responsible for a ministry authorized by the Diocese, will be required to submit a signed document signifying its awareness of this Policy, and to complete a Hazards Assessment Review, using a standardized form.

#### **4. Responsibility for Implementation**

- 4.1 The Diocese of Calgary is responsible for:
  - informing all parishes, congregations and providers of other ministries authorized by the Diocese of its Policy on Health and Safety
  - providing a copy of, or drawing attention to, the Diocese’s current Health and Safety Program,
  - requiring, on an annual basis, Parish Corporations or other equivalent authorities to complete the prescribed documentation of their awareness of the same
- 4.2 The parish, or other equivalent body, is responsible for implementing safe and healthy practices at the local level, and for completing and/or submitting all documentation as required by the Diocese.
- 4.3 Should a parish or other equivalent body become aware of a risk it is unable to correct or minimize, whether at the time of the annual Hazards Assessment, or at any other time, the Executive Committee of the Diocese is to be informed in writing forthwith.

## **5. Health and Safety Program**

- 5.1 The Diocese will have on file a Health and Safety Program, which will address, at a minimum, what body is responsible for program implementation; training and orientation of employees; the need to address special hazards; hazards assessment; and emergency preparedness.
- 5.2 The specific procedures and practices belonging to an effective health and safety program are subject to design and revision as dictated by the particular circumstances of each ministry area, and as such, do not form part of this Policy.