



THE FRIENDS OF PRESQU'ILE PARK

POLICIES & PROCEDURES

Policy Name: SAFETY POLICY

Reference: 013

Effective Date: October 26, 2013

Revision Date:

POLICY

The Board of Directors is responsible for ensuring that all Friends of Presqu'ile Park work and workplaces are safe for contractors, employees and volunteers.

This policy sets out safety rules for contractors, employees and volunteers so that no one is injured while working for or contributing to The Friends of Presqu'ile Park.

All contractors, employees and volunteers will work in accordance with this policy and, while in the Park, the safety rules of The Friends of Presqu'ile Park and Ontario Parks.

General Safety Rules

No one will:

- undertake any unsafe work or act in an unsafe manner
- direct another person to undertake unsafe work
- undertake work if they are uncertain how to perform the work safely
- undertake any work with tools, materials or equipment that are unsafe or inappropriate for the work

Everyone will:

- follow all safety instructions, procedures, rules and laws
- wear all proscribed personal protective equipment
- remedy or report unsafe or hazardous working conditions, tools, material or equipment



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Emergency Assistance

- Call 911 in the event of a serious injury, fire or other emergency. After calling 911, immediately notify the Park Office and follow any instructions they provide.
- First aid is available by contacting the Park Office.
- Supervisors/crew chiefs will promptly report injuries requiring medical attention to a member of the Board of Directors.

Contractors

Contractors are responsible for providing supervision, training, WSIB coverage, and health and safety oversight to their employees at all times while engaged in work for The Friends of Presqu'ile Park.

PROCEDURES

Safe Work Training

1. Safe work training is provided by Presqu'ile Park for our employees.
2. Employees must attend safety training before starting work.
3. Volunteers are encouraged to attend training before starting their position or as soon as possible thereafter.

Lone Work or Violent Work Situations

1. If a situation arises that threatens a contractor's, employee's or volunteer's safety or security, they should withdraw themselves from the situation and contact the Park Office to remedy the situation.
2. No one is required to work in an unsafe or insecure situation.



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Safe Volunteer Field Work Rules

1. Safe field work rules apply to construction and maintenance work in the Park undertaken by volunteer crews.
2. A crew chief (or chiefs) will be selected by the Board of Directors for the project before field work begins.
3. A crew chief is a person who is knowledgeable with safe work practices for the work performed.
4. A crew chief will give safe work instruction to the other volunteers and recommend appropriate personal protective equipment appropriate to the work undertaken.
5. A crew chief may ask any volunteer not working safely to discontinue work.