



## North Vancouver Recreation & Culture Commission

### POLICY MANUAL

### Policy No. 406

Section:	Operations
Title	Health and Safety

#### REASON FOR POLICY

To ensure safe and healthy conditions and practices for all employees working in North Vancouver Recreation and Culture Commission (NVRC) facilities.

#### POLICY

1. The NVRC is committed to the promotion and facilitation of healthy and safe working conditions and practices for all employees working in NVRC facilities.
2. It is the duty and responsibility of every employee to conduct him/herself in a manner that ensures safe work habits and a safe work environment.
3. It shall be the responsibility of management to establish and maintain adequate standards, procedures, work practices and maintenance of buildings and equipment to provide a safe working environment.
4. It shall be the responsibility of each supervisor to ensure that employees are proficiently instructed and trained in safe working practices to secure compliance with established policies and procedures. Supervisors shall conduct regular safety inspections, take appropriate action to eliminate hazards arising from these inspections or everyday observation, and conduct accident investigations where required.
5. It shall be the responsibility of each employee to observe established policies and procedures, to work in a prudent and safe manner, to report any real or potential safety or health hazard to his/her supervisor, and to assist in creating a safe place of work by recommending actions that will improve the effectiveness of the NVRC's Safety and Health Program.

#### AUTHORITY TO ACT

Authority to act is delegated to the Director of Recreation & Culture.

Original Approval Date:	May 15, 1997	Approved by:	Commission
Amended:	June 12, 2008	Approved by:	Commission