

# ISAO OPERATIONAL POLICY

## Occupational Health and Safety Policy Statement

Approved by the ISAO Board of Directors at its meeting of 15 August 2017

The ISAO will provide and maintain safe and healthy working, volunteer and event conditions for all employees, volunteers, members, and event participants in keeping with the legislative requirements of the *Occupational Health and Safety Act and any other relevant legislation*. To fulfill this commitment, the ISAO will:

1. Comply with the *Occupational Health and Safety Act* and all associated regulations and agreements and any other relevant legislation;
2. Meet or exceed health, safety and ergonomics standards; applying the precautionary principle, as needed;
3. Acknowledge that the vehicle for maintaining its ongoing commitment, communication and cooperation is the Internal Responsibility System – that H&S is a responsibility shared by the Board of Directors, staff, volunteers, members and participants.
5. Provide all ISAO employees and volunteers with training and education specific to job and volunteer requirements; and
6. Ensure that staff and event/activity volunteers are competent, as defined by the *Occupational Health and Safety Act*.

### **Application**

This policy applies to all ISAO employees, volunteers, members and non-members who participate in ISAO activities and events. Contractors such as instructors hired to perform work for the ISAO must also comply with the *Occupational Health and Safety Act* and all associated regulations.

### **Principles**

The following principles will guide the development and implementation of all health and safety policies, programs and procedures:

1. Protecting the health and safety of all employees, volunteers, members and participants involved in ISAO activities and events is a commitment of the highest priority.
2. The Internal Responsibility System will function through mutual collaborative efforts between all parties.
3. Due diligence will be demonstrated in the implementation of health, safety and ergonomics standards.
4. Management and the Board of Directors will take an active leadership role in promoting a safe and healthy work environment.
5. Committee and event chairs will ensure that safe and healthy conditions are maintained, in accordance with legislative requirements and ISAO Health and Safety policies and procedures in their assigned areas.
6. Employees and volunteers will work safely, in accordance with legislative requirements and ISAO safe work procedures and practices.
7. The Board of Directors and the Executive Director will allocate appropriate resources to manage and support health and safety program initiatives.
8. The ISAO Board, management, employees and members share the responsibility for reducing work and event-related injuries and illnesses by ensuring jobs and event activities are performed in a safe and healthy manner.
9. Health and safety procedures will focus on the prevention of injuries and illnesses and be based on scientific principles and generally-accepted industry standards.
10. Information about health and safety programs will be made accessible to employees, volunteers, members and ISAO activity and event participants.
11. Employees, volunteers, members, and participants involved in ISAO activities and events will be advised of all known health, safety and ergonomic hazards in their work or participation and of appropriate measures to address these hazards.
12. Programs and policies will be monitored to ensure they are in keeping with legislative and corporate requirements.

### **Implementation**

This policy statement is intended to provide direction for the development of all ISAO Health and Safety Policies and Procedures and programs.