



REVISED HEALTH AND SAFETY POLICY STATEMENT, 2020

Neighborhood Empowerment and Resource Centre (NEARC Inc.)

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Neighborhood Empowerment and Resource Centre (NEARC Inc.) recognizes the requirements for health, safety and welfare of all community members, youth participants, children, board members, staff and others directly connected to NEARC professional businesses.

To this end we aim to ensure that all activities carried out or undertaken by our staff, board, participants, volunteers or others concerned clients are managed in a manner to avoid, reduce or control foreseeable risks to the health and safety of any person who may be affected by those activities as far as reasonably practicable whilst providing an environment that is supportive of our activities.

NEARC's Strategic Initiatives:

We will achieve this by:

- Ensuring that anyone who may be affected by our activities is not exposed to undue health and safety risks.
- Carrying out suitable assessments of the health and safety risks to which staff, volunteers and those participating in our activities may be exposed and minimise those risks as far as is reasonably practicable.
- Establishing clear organizational and procedural arrangements to effectively carry out our duties.
- Providing a safe working environment for participants, staff and volunteers including a fire risk assessment.
- Providing equipment that is maintained in a safe condition at all times.
- Establishing emergency procedures for actions to be taken in the event of fire, incidents, accidents, dangerous occurrences and illness and ensure that fire drills and tests of fire points/detectors/emergency lighting are undertaken regularly.
- Ensuring the safe storage, handling and labelling of any hazardous materials.
- Providing relevant information, advice, training, instruction and supervision.
- Consulting with staff and volunteers on health and safety matters.
- Implementing appropriate procedures for the effective monitoring and review of this policy, our organizational arrangements and our health and safety procedures.

- Encouraging a positive attitude to health and safety and ensuring that all staff, by example, promote safe practice.

NEARC's Health and Safety Practice and Procedures:

It is essential that everyone involved with the youth group, including volunteers, is aware of their responsibilities and understand how to put the group's health and safety policy into their own practice. NEARC's present location is primarily managed by the authorities of Boys and Girls Club (BGC) of Winnipeg. However, NEARC will:

- Ensure relevant and regular training of the designated officers conveniently.
- Be part of BGC Health and Safety group that monitors any incidents and reviews the policy regularly (i.e. once a year).
- Supply template consent forms available for staff and volunteer to use.
- Ensure the introduction of the health and safety policy at induction for new staff and volunteers.
- Assist BGC in checking the fire alarms, fire extinguishers and other safety equipment.
- Use and review accident forms and an accident book (including 'near misses').
- Cooperate with law enforcing agencies in addressing any unforeseen critical issue.

Other Policies of Concerns to NEARC: Other important policy areas that are part of basic health and safety which include:

- Child Protection Policy
- Confidentiality Policy
- Safe use of Social Media Policy
- Code of Conduct
- Complaints Policy
- Anti-bullying Policy

Usually young people will be involved in deciding and planning the activities program. Practical youth work activities are the heart of any NEARC's youth group. These include:

Short-term activities which require little planning and are a great way to encourage social interaction.

Longer term activities, projects and events which require more advance planning such as training events, workshops, trips, music events, youth exchanges, and inter-club visits.

Every youth, irrespective of their job, training or participation, is entitled to four rights. These rights are:

- Right to know: know the hazards for which they are or will be exposed to on the venue, as well as the control measures in place to protect themselves and others from these hazards
- Right to participate: participate in office safety and health programs such as the safety and health committee in their training/workplace, and inspection of the workplace
- Right to refuse: refuse work/participation for which the youth does not have adequate understanding of safe work procedures.
- Right to protection from discriminatory action: protection from acting in accordance with basic rights.

NEARC's Goal:

NEARC endeavors to go above and beyond their responsibilities for safety and health and implement good programs such as:

- Youth volunteers participate on the joint workplace safety and health committee as members - establishing a mentorship program where competent persons in the organization are paired with young participants to show and guide them on safe work procedures and practices on the job/training/event. - establishing good on-the-job training techniques for young participants that include practical exercises, demonstrations, monitoring and testing to ensure that they understand the safe procedures, which will also allow NEARC to observe any errors or mistakes that can then be addressed and corrected to further reduce risks, and - creating an avenue for young workers/volunteers to ask questions and report unsafe work conditions and practices without fear of discrimination or discipline.

NEARC's Covid-19 Related Procedures:

NEARC will comply with safety protocols and keep itself updated on Provincial requirements. To help reduce the spread of communicable diseases and viruses, including COVID-19, NEARC complies with WRHA's infection prevention and control plan, which includes:

- Maintaining physical distancing of 6 feet for organized events aimed at youth groups/volunteers/staff
- Encouraging youth to NOT come to training/event/work if they are feeling unwell (e.g., coughing, sneezing, fever or runny nose) and encourage to stay home when ill, to reduce transmission to other youth, coworkers and clients
- Ensuring emergency contact information is current for all youth participants, volunteers, employees, in case communication be required in a timely manner
- Providing clean handwashing facilities and alcohol-based hand cleansers in multiple locations throughout the building (e.g., entrances, boardrooms and break rooms).
- Posting signage in the workplace, encouraging proper cough etiquette and hand hygiene (provincial posters are available in multiple languages)
- Regularly cleaning workstations and objects with disinfectants that are touched frequently, such as doorknobs, handles, elevator buttons and railings. This includes regularly disinfecting electronic devices (e.g., phones, tablets, laptops) with an alcohol (70 per cent) wipe.
- Reminding everyone involved with NEARC activities to avoid sharing cups, glasses, dishes or cutlery, and ensuring cups, glasses, dishes, and cutlery are thoroughly cleaned using soap and warm water after each use, or placed in the dishwasher for cleaning
- Removing magazines, papers and other objects that cannot be cleaned from common rooms, such as kitchens, break rooms and waiting areas
- Ensuring ventilation systems are working properly, including opening windows as weather permits
- Using social distancing techniques to conduct as much business as possible
- Avoid sharing office equipment or supplies, including electronic devices (e.g., phones, tablets, laptops)
- Encouraging cashless transactions in service industry workplaces preventing stigma and discrimination in the NEARC's office areas about any race or country of origin.
- Encouraging self-isolation for 14 days in case anyone related to NEARC activities might have been exposed to COVID-19 through direct contact with an ill person or in their recent travels.
- Reporting to public health officials about anyone who tested positive

Looking Forward:

NEARC will review its plan annually. However, during this COVID-19 situation, we will be adopting and reviewing as needed.