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| OCCUPATIONAL HEALTH, SAFETY AND WELL-BEING POLICY  (*company’s name*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**ADD COMPANY LOGO**

Taking charge of health, safety and well-being at work means adopting the necessary measures to eliminate or reduce and control the risks that may affect the health, safety, and psychological integrity of workers, while promoting their involvement. This commitment is essential to prevent occupational accidents and diseases, whether physical or psychological.

# Company Commitment

Through this policy, (*insert the name of the company*) recognizes the importance of health, safety and well-being in the workplace and their positive impact on its workers. This policy is part of the company's overall strategy. It is a commitment to promote a healthy and safe work environment by promoting a culture of prevention aimed at eliminating the risk of occupational injury at the source as well as improving well-being at work, thanks to the constant vigilance of everyone.

***It's human nature to forget about your well-being and safety when you feel overwhelmed.***

# Objectifs

We wish to accomplish the following with this policy:

* Demystify the health and safety and well-being at work
* Increase the perception of certain physical and psychosocial risks
* Promote communication between the employer and the company's workers regarding present and future risks in terms of health, safety, and well-being
* Clarify everyone's roles and responsibilities regarding the health and well-being in the workplace
* Develop a culture of prevention promoting health, particularly in the following four spheres of activity, known to have a significant impact on the health of individuals:

o Attitudes and lifestyle habits

o Work-life balance

o Healthy work practices

o Management practices

* Stir up everyone’s commitment by working together towards a safe and healthy workplace environment
* Other (company specific) objective(s):

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# Definitions

**Well-being at work:** general feeling of satisfaction and fulfillment at and through work that goes beyond the absence of health damage. Well-being emphasizes the personal and collective perception of situations and constraints in the professional sphere. The meaning of these realities has, for everyone, physical, psychological, emotional and psychosocial consequences that translates into a certain level of efficiency for the company. (INRS)  *(English translation from French*)

**Positive work environment**: a work environment that promotes the physical and psychological well-being of all and actively contributes to preventing damage to physical and mental health through negligence, recklessness or deliberate action. A healthy and safe work environment allows fulfillment at work, in a climate of respect, and helps to prevent acute manifestations of stress, violence (the use of physical force against another person or a group of people, which may result in physical, sexual or psychological harm) or exhaustion, as well as damage to physical integrity.

**Work accident**: a sudden and unforeseen event attributable to any cause, occurring to a person because of or in the course of his work and which results in an occupational injury for him. (LATMP) (*English translation from French*)

# Principles

The employers and workers of this company are at the heart of the activities that allow it to function properly. Their health and well-being are real concerns. Everyone is committed to prioritize health, safety and well-being practices. To ensure the application of this policy, it is essential to take an interest in the needs and concerns of all.

Here are the principles that all members of (*company’s name*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ should adopt in terms of health and safety and well-being practices:

**Health and Safety**

* Adopt a proactive stance in eliminating health and safety and wellness risks in the workplace
* Participate in the identification of risks in the workplace and contribute to their prevention
* Use all the means and knowledge available to protect yourself, your co-workers and the people around you
* Participate in the periodic meetings and discussions on OHS issues
* Adopt a positive and attentive attitude regarding the suggestions brought by members towards occupational health and safety prevention and the well-being at work
* Resolve OHS issues as they arise
* Train/educate/support new workers on the safety procedures in place and ensure their training on agricultural hazards
* Raise awareness of the benefits of respecting occupational health and safety procedures and rules
* Conduct an investigation-analysis following an accident or a near-miss for a better understanding of the cause and prevention, and present it to all the workers
* Other company-specific principle(s) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Well-being**

* Promote time management and healthy work habits
* Give feedback in a respectful manner
* Promote work-life balance
* Support workers experiencing stress or distress and direct them to appropriate resources
* Be accessible and responsive to concerns raised by workers
* Effectively manage conflicts and complaints (e.g. harassment)
* Encourage everyone to participate in activities that develops team spirit
* Demonstrate respect in all circumstances
* Highlight worker wellness initiatives
* Ensure a work environment exempt of physical and psychological violence
* Other company-specific principle(s):

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# Roles and responsabilities

**Employer and its representatives**

* Officially adopt this policy
* Communicate this policy to everyone in the company and ensure that it is respected and applied
* Make health and safety and well-being at work a priority for the company, inserted in a global prevention and human resources management strategy
* Commit to taking all necessary means to ensure the health and safety and well-being at work of people in the company
* Identify, correct and control risks in the company, with the help of workers
* Encourage healthy work-life habits
* Be attentive to the problems raised in the company in terms of health and safety and well-being and provide solutions
* Provide workers with support services, training, information and advice so that they have the skills and knowledge necessary to safely perform their tasks
* Ensure that the equipment and facilities ensure the health and safety of all people
* Ensure that the working methods and techniques used are safe and does not pose a threat to the health of the worker
* Provide workers with the necessary personal protective equipment, free of charge, and supervise their wear to ensure proper use and protection
* Protect those who may potentially be exposed in the workplace to psychological or sexual harassment or to a situation of physical or psychological violence, including spousal, family or sexual violence
* Ensure the presence of first aiders in the workplace at all times
* Implement a prevention program or an action plan
* Demonstrate due diligence in occupational health and safety
* Revise this policy as needed, paying attention to the needs expressed by people working in the company
* Other role(s) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Workers (including interns and volunteers)**

* Become familiar with this policy and apply it on a daily basis
* Act in such a way as to protect their health and safety and well-being as well as those of other workers, by all possible means
* Adopt health and safety behaviors at all times
* Contribute significantly to a healthy and safe work environment
* Participate in the identification of risks to health and safety and well-being, including those relating to physical or psychological violence, including spousal, family or sexual violence and propose improvements when necessary
* Use the equipment made available to ensure the health and safety of all
* Participate in activities promoting health, safety and well-being at work
* Communicate any need that can promote health, safety and well-being at work
* Learn about the prevention program or action plan developed by the company
* Collaborate with the health and safety committee and the OHS manager or the liaison officer, as the case may be
* Use appropriately and as soon as necessary the personal protective equipment provided by the employer
* Other role(s) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Scope

Once this policy is adopted, it applies at all times and to everyone within the company (including volunteers, interns, temporary and seasonal foreign workers).

# Policy adoption

This policy was officially adopted on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Health and safety and well-being at work resources

To prevent occupational accidents and to protect the well-being at work, several resources are available to support producers and all the people who work within the company. Visit santesecurite.upa.qc.ca to find a list of resources (*several English resources available),* tools and all the details regarding the regional health and safety advisors.

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| Approved by: | Date: | Revised on: |