



GREMAC MAINTENANCE  
POLICIES & PROCEDURES  
**HEALTH & SAFETY POLICY**

Gremac Maintenance is committed to providing a safe and healthy work environment and managing our operations in a manner that protects the health, safety, and well-being of all employees, clients, and patients within the clients' care. Gremac Maintenance will continually work to improve workplace health and safety by developing and monitoring programs aimed at the prevention and reduction of accidents and/or injuries. When faced with a health and safety challenge or threat, Gremac Maintenance will take precautionary measures to protect staff, clients, and the public.

#### **OUR COMMITMENT**

Gremac Maintenance as an employer, is ultimately responsible for employee health and safety, and is therefore committed to take every reasonable precaution for the prevention of work-related injuries, sicknesses, workplace violence and harassment, fire, security loss, and/or property. Understanding that our employees are our most valuable resource, Gremac Maintenance will meet all legislative requirements as outlined in the Occupational Health and Safety Act.

#### **RISK MANAGEMENT & COMPLIANCE**

All management, supervisors and employees must be dedicated to the continuing objective of reducing the risk of work-related injuries, occupational illnesses and all other workplace safety hazards. All management functions will comply with prevention requirements as they apply to the design, operation, and maintenance of facilities and equipment. Supervisors/Managers will be held accountable for the health and safety of employees under their supervision. Supervisors/Managers are responsible to ensure that the physical environment as well as machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures.

#### **STAFF RESPONSIBILITIES**

All employees must protect his/her own health and safety by working in compliance with the legislation and will perform their duties and responsibilities properly and in accordance with Occupational Health and Safety Act and any other safe practices and procedures. Employees and volunteers are required to report any violations of the Occupational Health and Safety Act or safe work practices, including defective equipment or workplace hazards that they are aware of to the supervisor. It is also the responsibility of employees and volunteers to follow health and safety procedures related to their job functions, which include the use of Personal Protective Equipment, safe operation of equipment, machinery tools, and handling of hazardous substances. Employees and volunteers must also maintain an environment that is free from violence, discrimination and harassment.

#### **ADHERANCE**

Any breach of occupational health and safety rules or policies by an employee or volunteer will be taken as a serious matter and appropriate consequences will follow, that may include disciplinary action, under the terms of their applicable contract which could result in termination of employment or volunteer services.