Child Matters Incorporated

**Occupational Health and Safety Policy**

*Child Matters Incorporated (CMI) is committed to providing a healthy and safe work environment for its Employees and for preventing occupational illness and injury. To express that commitment, CMI issues the following policy on occupational health and safety:*

As the employer, CMI is responsible for the health and safety of its Employees. CMI will make every effort to provide a healthy and safe work environment. CMI is dedicated to the objective of eliminating the possibility of injury and illness. As Owner of CMI,I give you my personal promise to take all reasonable precautions to prevent harm to workers.

Directors will be trained and held responsible for ensuring that all Employees (including themselves) follow this policy. Directors are accountable for ensuring that Employees use safe work practices and receive support to protect their health and safety. All Employees have a general responsibility for ensuring the safety of the equipment and facility/space.

All CMI Employees will cooperate with Workplace NL to create a healthy and safe work environment and are required to support CMI’s health and safety initiative. Employees will ensure safety procedures/precautions are extended to others at the centre including facility personnel, contractors, children, parents/guardians, siblings, visitors, etc.

Employees must protect their health and safety by complying with applicable Acts and Regulations and following policies, procedures, rules and instructions as prescribed by CMI. It is the duty of each Employee to report to the Director **and Owner**, as soon as possible, any hazardous conditions, injury, accident, or illness related to the workplace.

CMI will, where possible, eliminate hazards and, thus, the need for personal protective equipment. If that is not possible, and where there is a requirement, Employees will be required to use safety equipment, clothing, devices, and materials for personal protection (for example, Employees will be required to wear appropriate indoor and outdoor clothing and will wear closed toe, flat shoes during a shift in order to protect their skin and feet from injury.)

CMI recognizes the Employee’s duty to identify hazards and supports/encourages Employees to play an active role in identifying hazards and to offer suggestions/ideas to improve the health and safety program directly to other Employees, to the Directors and to the Owner at any time, without repercussion or persecution from the other Employees, Directors or the Owner for making such reports or suggestions.

Nadina Ouaida, M.A.

Owner, Child Matters Incorporated