



Policy Name:	Health and Safety Policy and Procedures	Policy #:	P-02
Policy Category:	Governance	Date:	July 30, 2019
Policy Owner:	Board of Directors	Next Review Date:	July 2020

Purpose

Marie Dressler Foundation is committed to the safety and health for all employees, volunteers, visitors, and patrons. Recognizing that Health and Safety is a shared responsibility, the achievement of this Policy requires the full cooperation of everyone involved in the Marie Dressler Foundation activities.

The Policy

Marie Dressler Foundation will take measures to provide and maintain a safe and healthy environment and will provide training to perform activities safely.

To achieve this goal Marie Dressler Foundation has established procedures which recognize that everyone will work together to identify and correct potential hazards which in turn will result in a safer environment for everyone involved.

Marie Dressler Foundation is also committed to the continual improvement of the health and safety of our organization through ongoing program review. The Board of Directors of Marie Dressler Foundation will annually review the Health and Safety Policy and Procedures.

The Procedures

Hazards in activities can only be controlled by active involvement at all levels.

All employees and volunteers are required to ensure that risks are identified, processes and equipment are safe and that participants in the Foundation’s activities receive training in their activities.

Participants, in turn, must protect their own health and safety by working within the practices that have been established and reporting any unsafe situations.

Employees and volunteers are encouraged to inform a Director of the Foundation of any matter they perceived to be an actual or potential workplace hazard.

Accident and Incident Reports

It is the responsibility of every employee or volunteer to complete an *Accident and Incident Report* for any health or safety violation that the employee or volunteer has been part of, caused or witnessed.

Accident and Incident Reports should be filled out and submitted to a Director of the Foundation promptly to ensure the safety of other employees and volunteers, and to rectify the problem as quickly as possible.

Failure to report health or safety violations will be viewed very seriously, and may result in disciplinary action up to including no participation in activities with Marie Dressler Foundation.

Communication

The Board of Directors of Marie Dressler Foundation encourages open communication on health and safety issues. It is essential to providing an injury-free and productive work environment.

Communication may be anonymous, if desired. Employees or volunteers that voice or identify a health and safety concern will not be subject to retaliation.

Health and safety comments will be reviewed by the Board of Directors or their designate who will initiate an investigation on each reported and/or potential hazard.

Document History

July 30, 2019

draft for review

August 8, 2019

Approved by Board of Directors