|  |
| --- |
| 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 the communication about present and future risks in terms of health and safety and well-being between the company's human resources
* 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):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 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 members 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 means and knowledge to protect ourselves and those around us
* 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/accompany new members on the safety procedures in place and continue to train members on the dangers in agriculture
* Raise awareness of the benefits of respecting health and safety procedures
* Conduct an investigation-analysis following an accident or a near-miss for a better understanding of the cause and prevention, and present it to everyone in the company
* 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 the members experiencing stress or distress and direct them to appropriate resources
* Be accessible and attentive to the concerns raised by other people in the company
* Manage conflicts effectively
* Effectively manage conflicts and complaints (e.g. harassment)
* Encourage everyone to participate in activities that develops team spirit
* Demonstrate respect in all circumstances
* Highlight member’s wellness initiatives
* Ensure a work environment exempt of physical and psychological violence
* Other company-specific principle(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Roles and responsabilities

**Owners/managers**

* 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 of the company inserted in a global management strategy
* Commit to taking all necessary means to ensure the health and safety and well-being at work of people in the company
* 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 members 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 ascertain the health and safety of everyone
* Revise this policy as needed, paying attention to the needs expressed by people working in the company
* Other company-specific role(s) :

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Human resources of the company (worker, intern, volunteer)**

* Become familiar with this policy and apply it on a daily basis
* Act in such a way as to protect it’s health and safety and well-being as well of those around them, 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 at work 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
* Other company-specific role(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Scope

Once this policy is adopted, it applies at all times and to everyone within the company (including people present on a temporary basis).

# 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.

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