

OCCUPATIONAL HEALTH AND SAFETY POLICY STATEMENT

Clareville Area Chamber of Commerce recognizes the importance of respecting all of its resources and assets, human and material. Our utmost concern is the safety and well being of our employees.

The Office Manager of Clareville Area Chamber of Commerce is ultimately responsible for workers' occupational health and safety at the workplace. He/she will strive to protect workers from injury and illness related to work; and he/she will provide the resources necessary to keep the workplace healthy and safe. To fulfill this commitment the Clareville Area Chamber of Commerce will make every effort to provide and maintain a safe and healthy workplace by complying with Occupational Health & Safety (OH&S) legislation. In keeping with OH&S legislation, a healthy and safe workplace will be created in consultation and cooperation with management and employees, in particular the health and safety representative/designate or committee.

All Senior, Junior, and Administrative Staff will be held accountable for the health and safety of themselves and their co-workers. Responsibilities include ensuring furniture and equipment are safe and in proper working condition. To protect their health and safety, employees must receive OH&S orientation training.

Every employee must protect his/her health and safety and the health and safety of other employees by following legislative requirements and safe work practices and by reporting unsafe conditions they observe.

Contractors will be required to meet legislative requirements and follow Clareville Area Chamber of Commerce policies and procedures regarding health and safety.

Health and safety is an integral part of this Company's every day business. It is in the best interest of all to join together and put into practice health and safety principles in all work activities.

This Occupational Health and Safety policy will be reviewed on an annual basis and revised as necessary.

President
Clareville Area Chamber of Commerce

Date

CLIENT/PUBLIC VISITOR AWARENESS

Clareville Area Chamber of Commerce is committed to ensuring the safety of our employees and members/retailers/customers/visitors. To support these efforts the following items may be expected to be carried out:

- Please check with the office staff before entering the work area.
- Children visiting with Members/Retailers/Customers/Public must be supervised at all times.
- All hazards, injuries, accidents or incidents that occur on our premises must be reported to an employee immediately. We have personnel trained in first aid who can assist you in the event of an injury.
- In the event of an emergency evacuation, please remain calm and proceed to the nearest exit in an orderly manner. Exits are identified throughout the building.
- Clareville Area Chamber of Commerce provides a non-smoking environment.
- Do not enter any area identified as employee only or restricted.
- If you have any questions or need assistance, please speak to a manager or employee. We will be happy to help.

Thank you for your attention, and for supporting our efforts to ensure a safe work environment.

President
Clareville Area Chamber of Commerce

Date

EARLY AND SAFE RETURN TO WORK POLICY STATEMENT

Clareville Area Chamber of Commerce is committed to assisting workers who have been injured on the job to return to work in a timely and safe manner.

Clareville Area Chamber of Commerce will fulfill this commitment by contacting the worker as soon as possible after the injury and offering employment that is consistent with the worker's functional abilities. Job options will be identified and offered using the Workplace Health, Safety and Compensation Commission's Procedures of Return to Work (RTW) as identified in WHSCC Policy RE-18 and in accordance with section 89 and 89.1 of the Workplace Health, Safety and Compensation Act.

All members of the company including Senior, Junior, and Administrative workers, and management are responsible for actively participating and cooperating in the return to work process when required. Where necessary, Clareville Area Chamber of Commerce, will seek input and advice from other parties involved in the RTW process including the Workplace Health Safety and Compensation Commission and external health care providers.

Any personal information received or collected that can lead to the identification of an injured worker will be held in the strictest confidence. Information of a personal nature will be released only if required by law or with the approval of the worker who will specify the nature of the information to be released and to whom it can be released.

This statement will be reviewed at least annually and may be updated or changed as required.

President
Clareville Area Chamber of Commerce

Date

DISCIPLINE POLICY

Employees of the Clareville Area Chamber of Commerce are required to follow policies, procedures, operational directives and legislation. Any noncompliance of this requirement may result in disciplinary action.

Efforts will be taken to assist with any problems the employee may have or circumstances that may be contributed and which may need correction to prevent a similar occurrence. Discipline may or may not be progressive in nature depending on the situation.

Actions to be taken when failing to comply with policies, procedures, operational directives and legislation are as follows:

- Verbal reprimand with Office Manager
- First written reprimand by the President
- Second written reprimand or suspension or dismissal
- Third suspension or dismissal