**Health and Safety Policy**

The YWCA Northeastern NY is committed to providing a high level of healthy and safe conditions at work and to eliminating conditions and incidents which could result in personal injury or ill health, in accordance with the Occupational Safety and Health Act of 1970.

All management and employees share the responsibility for protecting from injury those working for the YWCA and members of the public with whom it is involved.

Thus, it is the policy of the YWCA to take all reasonably practicable steps to ensure the health, safety and welfare of all its employees, clients, contractors, subcontractors, consultants, and visitors who may be affected by its activities.

The YWCA makes all reasonable efforts to:

* + - Protect the health and safety of its employees and clients
    - Provide safe workplaces for all employees
    - Provide information to all employees about health and safety hazards
    - Identify and correct health and safety hazards and encourage all employees to report hazards
    - Prevent accidents and ill health caused by working conditions

The YWCA is committed to providing strong programs of accident and injury prevention and to complying with all environmental and health and safety laws and regulations. Good health and safety practices are a responsibility of each staff member of the YWCA NENY.

Management staff (Directors, Coordinators and Supervisors) are responsible for protecting the health and safety of employees under their supervision. This responsibility entails:

* + - Implementing the agency’s health and safety policies, practices and programs
    - Ensuring that workplaces and equipment are safe and well maintained
    - Ensuring that workplaces are in compliance with the YWCA’s policies, programs and practices

Employees are responsible for:

* + - Keeping themselves informed of conditions affecting their health and safety
    - Adhering to healthy and safe practices at the YWCA
    - Advising their Department Coordinator or Director of serious hazards.

Employees are also advised to carry out their assignments in a way that prevents injury to themselves and others. For example, employees must:

* + - Not put glass or lighted cigarettes or matches in wastebaskets.
    - Keep desk and file drawers closed when not in use.
    - Not put heavy objects on top shelves.
    - Never run in aisles, corridors, or on stairways.
    - Not read or text while walking.
    - Know the location of fire extinguishers near their place of work.
    - Not leave tools or materials laying on the floor where someone may stumble over them, or overhead where there is danger of their falling.
    - When piling material, employees must be careful not to exceed a safe height and not pile anything in front of or against fire extinguishers.
    - Not attempt to lift heavy weights alone. Employees should ask for help.
    - When lifting any weight, employees should stand with their feet close together, not widespread. Employees should learn to lift so as to avoid strains: They should bend at their knees, keep object close to their body, keep their body erect, and then push upward with their legs.
    - Help maintain good housekeeping, by keeping work spaces clean and free of clutter which is essential to safe and efficient operations.
    - Accidents requiring medical care should be reported to the Department Coordinator or Director immediately.
    - The Accident Report Form must be filled out and submitted to the employee’s supervisor before the end of the business day.
    - The management of the YWCA NENY has established an active Workplace Safety Committee comprised of three staff members, plus the Executive Director.
    - The structure of the committee will be representative of the employee structure.
    - Attending the scheduled meetings should be taken seriously.
    - The committee makes recommendations only. The Executive Director and Board make policy.

The committee holds members accountable to the overall goals and objectives. Management and employees share accountability.

The Workplace Safety Committee is chaired by the Workplace Safety Coordinator. The chair’s responsibility is to schedule quarterly meetings, serve as a contact with outside agencies on safety matters, and retain all safety-related documents. The chair of the committee will have direct access to the Executive Director. In addition the Committee will:

* + - Rotate membership, other than the standing members, every 6 months or at least annually
    - Develop short and long term goals
    - Discuss accident prevention methods
    - Review previous accidents and injuries
    - Conduct quarterly safety inspections of the workplace
    - Recommend changes to safety procedures and policies

The YWCA will conduct necessary trainings for all employees based on the needs outlined by the Workplace Safety Committee.

Recommended training topics for all employees:

* + - Emergency evacuation
    - Workplace security (office and field)
    - Safe driving (field)
    - Safe lifting (body mechanics)
    - Ergonomics
    - Walking and working surfaces
    - Hazard assessment
    - Fire extinguisher safety
    - Active shooter