

<b>SOUTHWEST FIRE ACADEMY</b>		<b>POLICY-100-001</b>	
<b>POLICY</b>	<b>SECTION:</b> 100 – Health and Safety		
	<b>TITLE:</b> Health and Safety Policy		
	<b>Date Approved:</b> June 1, 2015		<b>Revision Dates:</b> July 22, 2016
<b>Subject:</b> Southwest Fire Academy Health and Safety Policy			
<b>Scope:</b> This Policy applies to all employee’s and students of the Southwest Fire Academy			
<b>Purpose:</b> To develop policy and procedures to ensure a safe working environment for staff and students			
<b>Procedure:</b> <ul style="list-style-type: none"> <li>• Southwest Fire Academy shall install a health and safety information board in the main school building</li> <li>• Southwest Fire Academy shall establish a Health and Safety Committee made up of one management representative and two worker representatives <ul style="list-style-type: none"> <li>○ The names of said representatives shall be posted on the health and safety board</li> </ul> </li> <li>• The health and safety committee shall: <ul style="list-style-type: none"> <li>○ Conduct monthly inspections of the training facilities including: <ul style="list-style-type: none"> <li>▪ Buildings</li> <li>▪ Equipment / Training Props</li> <li>▪ Fire Extinguishers / Emergency Exits / Lights</li> </ul> </li> <li>○ Complete monthly workplace inspection form (SFA 100-003) and provide them to management to be filed</li> <li>○ Immediately repair / resolve any issue found, if you are not able to repair / resolve advise management so they can close the concern</li> <li>○ Conduct quarterly meetings and maintain minutes that will be filed with management</li> <li>○ Post meeting minutes and inspection reports on the health and safety board</li> </ul> </li> </ul>			

- Management shall create and post a Health and Safety Policy statement and post it on the health and safety board

## Southwest Fire Academy Health and Safety Policy

The employer Southwest Fire Academy is vitally interested in the health and safety of its workers. Protection of workers from injury or occupational disease is a major continuing objective.

Southwest Fire Academy will make every effort to provide a safe, healthy work environment. All employers, supervisors and workers must be dedicated to the continuing objective of reducing risk of injury.

Southwest Fire Academy as employer is ultimately responsible for worker health and safety. As the President Southwest Fire Academy, I give you my personal commitment that I will comply with my duties under the Act, such as taking every reasonable precaution for the protection of workers in the workplace.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are subject to various duties in the workplace, including the duty to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the employer. Workers will receive information, training and competent supervision in their specific work tasks to protect their health and safety.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the owner to the workers.

A note to our pre-service students; Many of you may not be covered under the Occupational Health and Safety Act as you are not considered workers under the Act. However, Southwest Fire Academy will consider you workers and we commit to providing you a safe training environment for you to learn in.



Gord Roesch  
President  
Southwest Fire Academy

Date: April 1, 2016

**References:**

1. Section 21 Guidance Notes
2. Occupational Health and Safety Act

**Notes:**



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