

HEALTH AND SAFETY POLICY

I Intent

The objective of this program is to ensure that Ogniwo Polish Museum Society Inc. takes necessary measures to ensure a healthy and safe work environment for members, volunteers and the general public.

II Health and Safety Policy Statement

The Museum will periodically review health and safety protocols established in this statement and communicate its commitment to all stakeholders to ensure the maintenance of a safe environment and emphasize the importance of collaboration between the Museum and those who work and volunteer in it, in order to effectively implement the policy.

III Museum Responsibilities

- Provide a safe work environment with necessary equipment, systems and tools that are safe and without risks to health, so far as is reasonably practicable
- Take necessary measures to correct any dangerous substances, behaviours or situations
- Review established health and safety protocols with new members, volunteers and contractors
- Conduct accident investigation to determine underlying causes and take appropriate action to correct the unsafe conditions
- Promote health and safety at all times and provide a supportive environment for all persons entering Museum premises
- Ensure that Museum members, volunteers and contractors are trained and practice safe work procedures.
- Make recommendations to improve the health and safety program and ensure its effectiveness

IV Member, Volunteer and Contractor Responsibilities

- Work safely at all times, in a manner that will not create a hazard to their own safety and health, or the safety and health of others
- Report any accidents, incidents, near misses and/or injuries immediately
- Report any conditions that could contribute to health and safety issues
- Follow the occupational health and safety guidelines established by *The Workplace Safety and Health Act and Regulation* for the Province of Manitoba

V Hazard Identification and Control

The Museum and the Building Manager will conduct an annual review of all potential hazards on the Museum premises, including but not limited to: heating and cooling systems, air circulation or

filtration systems, water heaters, dehumidifiers, lighting systems, snow and ice removal from parking area, security system and its components (Fire Exit signs, fire extinguishers, windows and doors, and locks). The Building Manager will be responsible for a yearly maintenance schedule and for arranging maintenance appointments with technicians.

The Archivist and Collections Manager will be responsible for all materials associated with the conservation and preservation of the Museum's collection, establishing handling protocols for controlled products (chemicals) commonly used in museums, including cleaning products, accessioning supplies and substances contained in fire extinguishers. All volunteers/contractors who work with the Museum collection, will be trained on handling hazardous materials used in collections care, recognizing hazardous objects and conditions in collections and recognizing/preventing pests that can harm the collection. Where possible, a less hazardous material or a different method shall be used, or the time of exposure to hazardous substances limited. All hazardous materials will be disposed of in accordance with hazardous waste protocols in the City of Winnipeg.

The Museum will establish good housekeeping and hygiene for its premises, including a routine program for cleaning floors and work surfaces, limiting food and beverages in carefully managed situations and/or areas and cleaning any spills immediately.

VI Health Emergencies and Pandemics

The Museum will follow all safety requirements necessary in the event of a local, provincial or national health emergency or pandemic to maintain the safety and security of its members, volunteers, contractors and the general public.