

Health and Safety Policy

Effective Date: 07 October 2024

1. Purpose

The purpose of this Health and Safety Policy is to promote and maintain a safe and healthy working environment for all employees, volunteers, and beneficiaries of Razzberry's Tech Services Inc. This policy aims to prevent accidents, injuries, and illnesses through proactive measures and compliance with relevant health and safety legislation.

2. Policy Statement

Razzberry's Tech Services Inc. is committed to ensuring the health, safety, and well-being of all individuals involved in its operations. We will strive to prevent workplace hazards, promote safety awareness, and encourage safe work practices.

3. Responsibilities

- Management: Ensure compliance with health and safety regulations, provide necessary resources, and implement safety programs.
- Employees and Volunteers: Follow health and safety procedures, report hazards or unsafe conditions, and participate in safety training.
- Board of Directors: Oversee the implementation of this policy and review safety practices regularly.

4. Hazard Identification and Risk Assessment

Regular assessments will be conducted to identify potential hazards in the workplace. Risk assessments will determine appropriate control measures to eliminate or minimize risks.

5. Safety Training

All employees and volunteers will receive appropriate health and safety training relevant to their roles. Training will cover emergency procedures, safe equipment use, and ergonomic practices.

6. Reporting Incidents

All incidents, accidents, and near-misses must be reported immediately to management. An investigation will be conducted to determine causes and prevent future occurrences.

7. Emergency Procedures

Emergency procedures will be established and communicated to all employees and volunteers. This includes evacuation plans, fire safety measures, and first aid protocols.

8. Personal Protective Equipment (PPE)

Where necessary, appropriate PPE will be provided to employees and volunteers. It is mandatory to use PPE in designated situations.

9. Health and Well-being

Razzberry's Tech Services Inc. encourages a healthy workplace by promoting mental well-being, providing resources for stress management, and supporting work-life balance.

10. Policy Review

This Health and Safety Policy will be reviewed annually and updated as necessary to reflect changes in legislation, operational procedures, and feedback from staff and volunteers.

11. Compliance

All employees and volunteers are expected to comply with this policy. Non-compliance may result in disciplinary action.

12. Communication

This policy will be communicated to all employees, volunteers, and stakeholders. It will be accessible in common areas and on the organization's website.

Signature: *Mitchell Laframboise*

Name: Mitchell Laframboise

Title: Executive Director

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