



Glenmore Christian Academy Occupational Health & Safety – Volunteers

Date created: Jul 2023 Date updated:

The health and safety of Glenmore Christian Academy (GCA) staff, students, volunteers, and contractors is of utmost importance.

Our Occupational Health and Safety Program is designed to support staff, students, volunteers, and contractors in their efforts to maintain their current state of health and well-being. To adequately address the issue, Glenmore Christian Academy will adhere to the Education Act, Alberta's Occupational Health and Safety Legislation, all other relevant safety legislation, and Glenmore Christian Academy Policies.

Volunteer Responsibilities:

- Follow GCA safety guidelines
- Report all incidents, near misses, injuries, unsafe acts or conditions and infractions, no matter how small
- Wear all personal protective equipment required by safe job procedures, regulations, or policies
- Take every reasonable precaution to ensure the safety of yourself, staff, and students
- Refuse to perform work when unsafe conditions exist or when not properly trained to do the job, in accordance with Section 35 of the OHS Act
- Know the locations and operations of the emergency safety equipment
- Be familiar with emergency response protocol

Security & Violence in the Workplace Policy (GCA-ORG-010)

- Everyone has the right to an environment that is free from violence, and threat of violence, and to file a complaint when the environment is not free from violence.
- Volunteers with the GCA Society are responsible for:
 - Reporting any threats, physical or verbal, and/or any disruptive behaviour of any individual to the appropriate supervisor/manager
 - Being familiar with any local procedures for dealing with workplace threats and emergencies
 - Taking all threats seriously
 - In the event of an incident of violence, reporting it immediately to his/her supervisor/manager or police, as the case may necessitate.
 - Document any incident with the Staff Incident / Accident Report & Investigation Form



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Harassment Policy (GCA-HR-014)

- Verbal harassment
 - Foul or obscene language, derogatory racial comments, demeaning ethnic jokes or slurs, sexual comments, implied or expressed promises of reward for complying with, or threats of reprisal for not complying with, a sexually oriented request.
- Physical Harassment
 - Practical jokes, pushing, shoving, aggressive behavior and the like. Acts of sexual harassment include any unwanted physical contact, unnecessary touching, or physical interference with work or movement.
- Visual Harassment
 - Obscene gestures, demeaning posters, cartoons, graffiti, or drawings which are shown to an individual or a group or displayed in plain view. Where these have a sexual orientation, this will constitute sexual harassment.

Harassment Procedure (GCA-HR-014)

Should a volunteer believe that they are a victim of discrimination or harassment:

1. Supervisor must be notified
2. The volunteer may discuss the problem or submit a formal or written concern.
3. The concern will then be investigated.
4. An action plan will be developed and communicated.

I have viewed the Glenmore Christian Academy Volunteer OH&S Information Form.

As a term and condition for me to volunteer with Glenmore Christian Academy, I adhere to the OH&S Information provided.

Glenmore Christian Academy may at any time add or change any plan, or practice at its sole discretion, without notice.

My signature below indicates acknowledgment that I have viewed this information and understood the provisions of this program and agree to be bound by them.

Volunteer Name (Please Print)

Volunteer Signature

Date