

Document ID <b>PL-07</b>	Title <b>Health and Safety Policy</b>	Effective Date <b>1 Sep 2018</b>
Revision <b>0</b>	Prepared By <b>Policy Committee</b>	Date Prepared <b>5 Mar 2018</b>
	Approved By <b>Board of Directors</b>	Date Approved <b>5 Mar 2018</b>

**Policy Statement:** The Club is committed to the safety of club employees and volunteers and the people who use the trail system.

**Scope:** This policy applies to the activities that occur at Club Facilities during operating hours and at Off-Site Group Activities organized by the Club. Additional requirements may apply for special events held at Club Facilities.

**Definitions:**

Club: Walden Cross-Country Fitness Club

Club Facilities: Naughton Trails, Beaver Lake Trails

Off-site Group Activities: Activities organized by the Club that do not occur at Club facilities. They may include summer training/team-building activities and travel to races/events at other clubs

**Requirements:** Each year, Board members shall direct resources to:

- a) Review regularly and maintain policies, procedures & protocols for:
  - a. Emergency Response Plans for day-to-day chalet operation and events
  - b. Responding to injured people
  - c. Searching for lost skiers
  - d. Dealing with extreme cold
  - e. Concussion management
  - f. Management of Asthma
  - g. Precautions when dealing with Blood and Bodily Fluids
  - h. Lightning
  - i. Sudden Arrhythmia Death Syndrome (SADS) Protocol
- b) Ensure staff and volunteers review the polices pertinent to their duties
- c) Ensure coaches create Emergency Response Plans for Off-Site Group Activities
- d) Inspect fire extinguishers monthly.
- e) Test and maintain Chalet smoke detectors annually.
- f) Train chalet attendants in:
  - a. First aid and CPR

- b. Trail side response to injured skiers
- c. WHMIS - [http://aixsafety.com/wp-content/uploads/articulate\\_uploads/WHMIS-2015-AIXSafety5/story\\_html5.html](http://aixsafety.com/wp-content/uploads/articulate_uploads/WHMIS-2015-AIXSafety5/story_html5.html)
- d. OSHA Health & Safety Training (E-Training)
  - i. Supervisor OSHA E-Training - Health and Safety Awareness in 5 Steps
    - 1. <http://www.labour.gov.on.ca/english/hs/elearn/supervisor/index.php>
  - ii. Worker OSHA E-Training - Health and Safety Awareness in 4 Steps
    - 1. <http://www.labour.gov.on.ca/english/hs/elearn/worker/index.php>
  - iii. AODA - Accessibility for Ontarians with Disabilities Training
    - 1. <http://www.ohrc.on.ca/en/learning/working-together-code-and-aoda>
- g) Ensure those using chain saws for the Club have completed specific training on the operation and maintenance of chain saws and use appropriate PPE when cutting
- h) Ensure operators of snow machines, ATVs, utility vehicles:
  - a. Have a valid driver's license
  - b. Have been trained to operate the vehicle
  - c. Are fit to operate the equipment – drug and alcohol free
  - d. Operate equipment in a responsible manner
  - e. Wear safety equipment: seat belt or helmet
  - f. Are included on the Club insurance policy
- i) Maintain records of the training identified in this policy provided to individuals.

#### Procedures, Policies and Protocols:

- PR-07-01: Emergency Response Plans**
- PR-07-02: Missing Person**
- PR-07-03: Injured Person**
- PR-07-04: Extreme Cold Weather**
- PL-08: Concussion Management**
- PT: Asthma Protocol**
- PT: Bodily Fluids Protocol**
- PT: Lighting Protocol**
- PT: Sudden Arrhythmia Death Syndrome (SADS) Protocol**

#### Revision History:

Revision	Date	Description of Changes	Requested By
0	5 Mar 2018	Approved	Board of Directors