

KWH POLICY

Workplace Health, Safety, Violence and Emergency Policy

Clear standards for safe, respectful and accountable community service

Version	1.0
Effective date	July 2026
Policy owner	Operations Lead / Executive Director
Review cycle	Annual, or earlier when laws or operations change

Applies to KWH directors, officers, employees, volunteers, contractors, students, interns, program participants, partners and visitors, as relevant to their role.

1. Commitment

KWH is committed to preventing injury, illness, workplace violence and unsafe conditions across offices, program sites, travel, events, remote work and other locations where KWH activity occurs. Safety is a shared responsibility, and concerns may be raised without reprisal.

2. Responsibilities

- KWH leadership will identify hazards, establish controls, provide information and training, maintain emergency procedures and review required policies at least annually.
- Supervisors will communicate hazards, enforce controls, respond to reports and ensure only trained or authorized people perform higher-risk tasks.
- Workers and volunteers will follow instructions, use required protective equipment, report hazards and incidents, and avoid conduct that creates danger.

3. Workplace violence and domestic violence risk

Threats, attempted or actual physical force, stalking, intimidation and weapons are prohibited. KWH will assess workplace-violence risk and implement reasonable controls. If KWH becomes aware that domestic violence may expose a worker or participant to physical injury in the workplace, KWH will take every reasonable precaution appropriate to the circumstances.

4. Harassment

Workplace harassment and sexual harassment are prohibited and will be addressed under KWH's Non-Discrimination and Anti-Harassment Policy and a program appropriate to the Occupational Health and

Safety Act. A reasonable action by management relating to direction, evaluation or discipline is not workplace harassment merely because it is unwelcome.

5. Incident and hazard reporting

1. Move to safety and contact emergency services where immediate danger or urgent medical attention exists.
2. Report the hazard, near miss, injury, threat, violence or safety incident promptly to the responsible supervisor or Operations Lead.
3. Preserve relevant information and cooperate with first aid, investigation, insurance and legally required reporting.
4. KWH will investigate proportionately, address root causes, communicate necessary safety information and track corrective action.

6. Emergency readiness

Programs and events will consider evacuation, fire, severe weather, medical response, communication, accessibility, participant accountability and site-specific risks. Emergency plans will include reasonable accommodation for people with disabilities and clear roles for staff and volunteers.

7. Fitness for duty and refusal of unsafe work

No person may work or volunteer while impaired in a way that creates a safety risk. Workers retain all rights available under applicable occupational health and safety law, including lawful processes for refusing unsafe work. KWH will consider disability-related accommodation where required.

Legal references

This policy is informed by: [Ontario Occupational Health and Safety Act](#); [Ontario workplace violence and harassment guidance](#).

KWH will apply this policy consistently with applicable law; any binding higher standard prevails.