

# Boys and Girls Club of Kamloops

150 Wood St. Kamloops, BC V2B 0G6  
[www.bgckamloops.com](http://www.bgckamloops.com)

## W.O.S.H COMMITTEE HANDBOOK

**Wellness, Occupational Safety, and Health**



Boys & Girls Club  
of Kamloops  
A good place to be

# WELCOME TO THE WOSH COMMITTEE!

## What is WOSH?

WOSH stands for Wellness, Occupational Safety, and Health. WOSH was created to support the health, wellness, and safety of all Boys and Girls Club staff, members, and visitors. WOSH is an integral part of our Club as it strengthens our team, encourages wellness and safe employment practices, recognizes hard work, and truly makes BGC a 'good place to be.'

## WOSH Committee

We are a team of BGC staff from different program departments. We meet monthly to discuss occupational health and safety concerns on behalf of our colleagues, plan staff wellness events, and support the overall morale and well-being of the Club. Being a member of a workplace WOSH committee also provides additional opportunities for professional development and highlights a sense of personal initiative and teamwork which looks great on a resume.

## WOSH Events/Activities

Throughout the year, we aim to:

- Host one or two full-day wellness events for the entire staff team
- Host staff parties, outings, and fun activities to connect with each other
  - For example: Summer BBQ's, Bowling Nights, Tobogganing, etc.
- Organize 3 to 4 health and wellness challenges throughout the year
  - For example: Run-A-Mile, Bike to Work, Going Green, Eating Veggies, etc.
- Assess program locations and spaces for health, safety, accessibility, and inclusion issues; discuss concerns with staff (e.g., surveys, face-to-face, safety reports), and take action to ensure all concerns are rectified.

## Our goal is to...

- Improve morale, employment satisfaction, communication, productivity, teamwork, recruitment, engagement, creativity, initiative, and well-being.
- Reduce absenteeism, injuries, accidents, health leave, stress, turnover, and negativity.

# WOSH CONCERNS

BGC strives to create a safe and healthy work environment. Staff may share a variety of concerns with you via written report or in-person to be addressed immediately with support from management or at a monthly WOSH committee meeting. Staff have the right to remain anonymous. Items may include:

- **SAFETY HAZARDS:**
  - Tripping hazards, broken or faulty equipment/vehicles, electrical hazards, lack of safety equipment/cleaning supplies, working alone, etc.
- **PSYCHOSOCIAL HAZARDS:**
  - Workplace gossip/bullying, lack of respect/fairness, sexual harassment, discrimination, violence, high stress/risk of burnout, substance use, mental health stigma, feeling unsafe, etc.
- **BIOLOGICAL HAZARDS:**
  - Blood or other bodily fluids, bacteria and mold, viruses, insects/vermin, needles, expired food, etc.
- **PHYSICAL HAZARDS:**
  - High exposure to sunlight/UV rays, temperature extremes, constant loud noises, noxious odours, etc.
- **ORGANIZATIONAL HAZARDS:**
  - High workload demands, poor work-life balance, lack of role clarity or clear expectations, lack of training/support, lack of recognition/appreciation, etc.
- **ERGONOMIC HAZARDS:**
  - Improperly adjusted workstations and chairs, frequent lifting/repetitive movements, poor posture, lifting heavy objects, carrying heavy loads, etc.
- **CHEMICAL HAZARDS:**
  - Cleaning products, paints, solvents (especially if unlabeled or not stored properly), flammable materials, pesticides, etc.

# WOSH COMMITTEE

This year's WOSH committee members are:

- **Administration**
  - Name: Sam Nielsen, Fund Development and Marketing Communications Leader
  - Contact Info: [resource@bgckamloops.com](mailto:resource@bgckamloops.com), 250-554-5437 ext. 201
- **School-Aged Programs**
  - Name: Jay Huggins, John Tod After School Club Leader, School-Based Program Leader
  - Contact Info: [recreation@bgckamloops.com](mailto:recreation@bgckamloops.com), 250-554-5437 ext. 207
- **Satellite Clubs**
  - Name: Kelly Vos, Lower Sahali After School Club Leader, Kid Food Nation Facilitator
  - Contact Info: [beattie@bgckamloops.com](mailto:beattie@bgckamloops.com) or [kvos61@yahoo.ca](mailto:kvos61@yahoo.ca), 250-374-8856
- **Youth Programs**
  - Name: Rory McKerchar, Youth Programs Leader
  - Contact Info: [youthresource@bgckamloops.com](mailto:youthresource@bgckamloops.com), 250-554-5437 ext. 212
- **First Steps**
  - Name: Dorothy DuBois, Early Childhood Educator
  - Contact Info: [dorothy\\_d23@hotmail.com](mailto:dorothy_d23@hotmail.com) or 250-376-9850

WOSH Committee representatives will select a committee chair who is willing and able to lead the committee, follow-up on tasks, and keep WOSH efforts moving forward in a positive and productive manner. In addition, another WOSH representative should be elected as the Committee Secretary to take/prepare meeting minutes each month.

**Chair:** Sam Nielsen

**Secretary:** N/A – Sam (until further notice)

The WOSH Committee will meet one a month on Mondays at 10:30 in the John Tod Club Youth Room unless otherwise noted. Specific dates to be confirmed.

**Please note:**

- All committee members are to keep track of their WOSH hours and include them on their bi-weekly timesheets. Members may take time off from their regular job in lieu of WOSH with approval from their supervisor.
- Any scheduling or time commitment barriers should be discussed and resolved with your WOSH committee team and supervisor if needed.
- No overtime hours will be permitted so please plan or adjust your schedule accordingly.
- Committee term is 1-year (September through August). Previous committee members may apply again for a consecutive term.

## COMMITTEE RESPONSIBILITIES

As a WOSH committee member, you are required to:

- Attend monthly meetings at the John Tod Club;
- Attend additional meetings when coordinating interdepartmental health, wellness, and safety events/activities (varied schedule);
- Contribute to WOSH efforts and follow through on commitments made;
- Collect health, wellness, and safety feedback from staff;
- Represent BGC staff with respect, objectivity, confidentiality, and fairness;
- Assess program spaces for health and safety concerns once per year or as needed;
- Address health and safety concerns reported by staff in collaboration with management as needed;
- Follow-up on WOSH concerns and inform staff of what is or is not being done to rectify their concerns and why;
- Enhance and encourage workplace health, safety, and wellness;
- Implement recommendations from the annual staff satisfaction survey where possible.

## CLUB RESPONSIBILITIES

A primary factor in our ability to maintain and enhance a healthy and safe work environment is with the support of the entire staff team. All staff are required to do their part to ensure BGC is a good place to be.

All staff are required to read and follow **Section 4 of the Human Resources Policy and Procedures Manual** for specific details regarding work environment, working alone, and transporting.

### Front-line Staff must:

- Use appropriate safety protection and equipment
- Follow safe work procedures
- Understand and comply with all Club policies and procedures (e.g., being familiar with emergency/evacuation plans)
- Report any workplace injury or illness immediately (Club members included)
- Report unsafe acts or unsafe work conditions to an immediate supervisor and/or WOSH representative within an appropriate timeframe
- Participate in WOSH events and contribute to a positive and healthy work environment

### Program Leaders must:

- Instruct staff to follow safe work practices
- Enforce health and safety regulations
- Correct unsafe acts and unsafe conditions (and/or reporting to a WOSH representative for support)
- Address workplace gossip, bullying, harassment, and negativity

- Report and investigate accidents/incidents in a timely fashion
- Take initiative to minimize or eliminate workplace hazards
- Promote safety awareness
- Ensure equipment is properly maintained or replaced
- Recognize and appreciate staff contributions and hard work

**Management must:**

- Provide a safe and healthy workplace
- Establish and maintain a health and safety program (i.e., WOSH)
- Ensure staff are properly trained/certified/oriented on BGC health and safety practices
- Report accidents/incidents to the appropriate authorities
- Provide medical/first aid equipment
- Provide necessary health and safety equipment
- Support program leaders with their health and safety activities
- Evaluate program leader health and safety performance
- Review and revise health and safety policies and procedures
- Recognize and appreciate staff contributions and hard work
- Promote work-life balance and stress management

*\*\*All staff will have read and agreed to these terms upon employment\*\**

## COMMITTEE RESOURCES

Please see attached for a variety of resources to support staff health, wellness, and safety at the Club. It includes:

- Accessibility and Inclusion Site Plan – Schedule
- Agency Accessibility and Inclusion Check-in Form
- Allergy Information
- Accessibility and Inclusion Worksheet
- Accessibility and Inclusion Work Plan
- Americans With Disabilities Act Checklist for Readily Achievable Barrier Removal
- Emergency Evacuation Plan – Practice
- Facility Inspection Report
- Staff Health and Wellness Questionnaire
- Wellness Needs and Interests Survey
- Workplace Wellness Ideas
- WOSH Concern Report Form
- WOSH Meeting Agenda Template
- WOSH Meeting Minutes Template
- WOSH Day Schedule of Events Template

*\*\*This guidebook is a work in progress. Please feel free to share additional ideas or suggestions for improvement at the next WOSH meeting.*

## WOSH WEBSITES

Canadian Centre for Workplace Health and Safety

- <https://www.ccohs.ca/>

Welcoa – Wellness Council of America

- <https://www.welcoa.org/>

Healthy Workplace Month Resources

- <http://healthyworkplacemonth.ca/en/resources/browse#health-promotion>

Worksite Wellness Resource Guide

- <https://www.cdphp.com/~media/Files/Employers/WorksiteToolkits/Worksite-Wellness/Worksite-Wellness-Resource-Guide.ashx>

Making the Case for Workplace Wellness Programs

- [https://www.canada.ca/en/centre-occupational-health-safety/news/2017/11/making\\_the\\_case\\_forworkplacewellnessprograms.html](https://www.canada.ca/en/centre-occupational-health-safety/news/2017/11/making_the_case_forworkplacewellnessprograms.html)

WorkSafe BC

- <https://www.worksafebc.com/en>

Workplace Strategies for Mental Health

- <https://www.workplacestrategiesformentalhealth.com/>