

Boys and Girls Club of Kamloops

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W.O.S.H HANDBOOK

Wellness, Occupational Safety, and Health



Boys & Girls Club
of Kamloops
A good place to be

WELCOME

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

WOSH is organized by a committee of BGC staff from different program departments who meet once per month to discuss occupational health and safety concerns on behalf of their 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

Throughout the year, WOSH aims 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.

What are the benefits of WOSH?

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

WOSH CONCERNS

BGC strives to create a safe and healthy work environment. If you witness or experience any WOSH concerns, you are encouraged to speak out. WOSH concerns may include:

- **SAFETY HAZARDS:**
 - Spills on floors, 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

If you have a WOSH concern, you are encouraged to identify your WOSH representative and voice your concern via a written report or in-person. You have the right to remain anonymous. A WOSH representative will discuss and address your concern with the WOSH committee at the next monthly meeting. **Please note:** Any urgent threats to health or safety must be reported immediately to your supervisor and/or WOSH representative.

Committee members will represent each program area:

- Administration
- School-Aged Programs
- Satellite Clubs
- Little Club Kids
- Youth Programs
- First Steps

Becoming a Committee Member

If you are interested in representing a program department, you are welcome to apply for WOSH committee membership when a call for applications is released in August of each year.

Member Responsibilities

As a WOSH committee member, you must be willing and able to:

- Attend monthly meetings at the John Tod Club (varied schedule);
- Attend additional meetings when planning Club-wide wellness days;
- Contribute to WOSH efforts and follow through on commitments made;
- Represent BGC staff with respect, objectivity, confidentiality, and fairness;
- Follow-up on WOSH concerns and inform staff of what is or is not being done to rectify their concerns and why;
- Assess a program space for health and safety concerns once per year or as needed; and
- Implement recommendations from the annual staff satisfaction survey where possible.

WOSH RESPONSIBILITIES

A primary factor in the Club's ability to maintain and enhance a healthy and safe work environment is in the support of its staff team. All staff are required to follow health and safety policy and procedures to ensure BGC is a good place for all.

Please refer to **Section 4 of the Human Resources Policy and Procedures Manual** for specific details regarding work environment, working alone, and transporting.

Staff responsibilities include:

- Using appropriate safety protection and equipment
- Following safe work procedures
- Understanding and complying with all Club policies and procedures (e.g., being familiar with emergency/evacuation plans)
- Reporting any workplace injury or illness immediately (Club members included)
- Reporting unsafe acts or unsafe work conditions to an immediate supervisor and/or WOSH representative within an appropriate timeframe
- Participating in WOSH events and contributing to a positive and healthy work environment
- Being positive, professional, and a team player

Program Leader responsibilities include:

- Instructing staff to follow safe work practices
- Enforcing health and safety regulations
- Correcting unsafe acts and unsafe conditions (and/or reporting to a WOSH representative for support)
- Addressing workplace gossip, bullying, harassment, and negativity
- Reporting and investigating accidents/incidents in a timely fashion
- Taking initiative to minimize or eliminate workplace hazards
- Promoting safety awareness
- Ensuring equipment is properly maintained or replaced
- Recognizing and appreciating staff contributions and hard work
- Being positive, professional, and a team player

Management responsibilities include:

- Providing a safe and healthy workplace
- Establishing and maintaining a health and safety program (i.e., WOSH)
- Ensuring staff are properly trained/certified/oriented on BGC health and safety practices

- Reporting accidents/incidents to the appropriate authorities
- Providing medical/first aid equipment
- Providing necessary health and safety equipment
- Supporting program leaders with their health and safety activities
- Evaluating program leader health and safety performance
- Reviewing and revising health and safety policies and procedures
- Recognizing and appreciating staff contributions and hard work
- Promoting work-life balance and stress management

WOSH Committee responsibilities include:

- Coordinating interdepartmental health, wellness, and safety events/activities
- Collecting health, wellness, and safety feedback from staff
- Addressing health and safety concerns reported by staff in collaboration with management as needed
- Recognizing and appreciating staff for all their hard work throughout the year
- Enhancing and encouraging workplace health, safety, and wellness

WOSH RESOURCES

Below are a variety of resources to support staff health, wellness, and safety at the Club. If you have any suggestions or additions, please let a WOSH representative know. We'd love to hear your thoughts.

- **WorkSafeBC – Occupational Health and Safety Regulation**
 - <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation>
- **MindTools – Essential Skills for an Excellent Career**
 - <https://www.mindtools.com/>
- **Mental Health Works**
 - <http://www.mentalhealthworks.ca/category/employee-resources/>
- **Workplace Strategies for Mental Health**
 - <https://www.workplacestrategiesformentalhealth.com/employee-resources/approaches-to-wellness>

I SUPPORT MY WOSH

Welcome to the BGC team! Our goal is to help you have a fun, safe, and successful work experience. To support this, we host team building events, wellness activities and challenges, and Club-wide health and wellness days throughout the year. To make these events happen, we ask each staff to contribute **\$2.00/month** to support the **Health and Wellness Fund**. We'd love for you to participate too. If you have any questions or concerns, we're happy to help. Thank you!



I _____, would like to donate \$2.00/month to the WOSH Health and Wellness Fund. I understand that my donation will be made directly from my pay cheque, and that I may stop my monthly contribution at any time by providing written notice to the BGC Finance Manager.

Signature: _____ Date: _____