

Advanced Rehabilitation Centres (ARC) is committed to achieving the highest levels of health and safety at all of our locations. This extends to ARC team members, contractors, clients, patients, and suppliers.

In order to fulfill our commitment, ARC leadership will provide and maintain a safe and healthy environment in compliance with statutory requirements through the development, implementation, training, and maintenance of appropriate standards, policies, and procedures.

It is everyone's obligations, not only to observe the health and safety procedures and regulations of ARC, but to report any unsafe work practices and work conditions, and all accidents and near misses.

ARC's responsibilities include the following:

- Establishing the health and safety program
- Performing an annual review of the applicable policies
- Providing ongoing training to leaders and team members
- Providing health and safety on-boarding to new team members
- Conducting planned and unplanned work environment inspections
- Responding to inspection recommendations in writing within (21) days
- Providing a safe and healthy work environment

Leader's responsibilities include the following:

- Providing ongoing training to team members
- Taking part in inspections and investigations
- Reporting any safety, health and environmental hazards
- Correcting unsafe acts and conditions
- Taking every precaution reasonable in the circumstances for the protection of ARC team members, patients, contractors, clients, and suppliers.

Team member's responsibilities include the following:

- Learning and following safe work procedures/policies
- Correcting hazards and/or reporting them to leaders without fear of retaliation
- Participating in inspections and investigations where appropriate
- Using personal protective equipment where required
- Reporting incidents to leadership
- Taking every precaution reasonable in the circumstances for self protection and the protection of other ARC team members, patients, contractors, clients, and suppliers.
- Helping to create a safe environment by recommending ways to improve the health and safety program

The Health, Safety, and Wellness Team's responsibilities include the following:

- Performing monthly inspections of the workplace, including identifying hazards and making recommendations
- Providing copies of inspection reports to leadership and posting them on H&S Boards