MS Canada
Policy Manual

Policy Direction – Health and Safety

Rationale and Relationship to Vision, Mission, and Values

MS Canada recognizes the dignity and worth of every individual and takes the health and safety of its staff and volunteers seriously. As a result, we recognize that we have the responsibility to take all reasonable precautions to ensure safe and healthy conditions for our staff, volunteers, and everyone having access to our premises. We take seriously our responsibilities for health and safety and as a minimum standard we comply with the Occupational Health and Safety Act and other related legislation at both federal and provincial levels. As required by legislation, MS Canada designated Health and Safety representatives and Health and Safety committees across the country. Their role is to assist MS Canada in ensuring a healthy and safe working environment which includes addressing health and safety concerns and complaints.

Policy Objective

The objective of this policy is that, through good management practices and active staff and volunteer involvement, we will continue to work towards a workplace free of hazards, personal injuries, and occupational illnesses. MS Canada works with any staff who requires accommodation to ensure they can communicate health and safety matters and receive training in a meaningful way.

Policy Application

This policy applies to all locations of MS Canada and at MS Canada-led events and storage facilities.

Authorization

The policy was approved by the Board of Directors on May 19, 2021.

Policy Details

Supervisors will be held accountable for the health, safety and welfare of the staff and volunteers under their supervision. Supervisors are responsible for ensuring that all MS Canada practices are safe and that staff and volunteers comply with legislative requirements and established safe work procedures. Staff and volunteers

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are entitled to adequate training in their specific work assignments for the purpose of protecting their health and safety and that of others that work around them.

Each person will be held accountable for their safety. All staff and volunteers, without exception, must make a personal commitment to fulfill this statement. It is our hope that everyone will do their part to eliminate the potential for accidental injuries, illnesses, and losses so our organizational goals can be accomplished without harm to our staff and volunteers or those who come to us for care.

Staff and volunteers have an obligation to inform their Leader of any matter they perceive to be an actual or potential workplace hazard. Staff who voice or identify a health and safety concern are not subject to reprisal or retaliation. Communication can be written or verbal.

MS Canada complies with all prescribed standards relating to fire safety and emergency measures and ensures employees have safe entry to and from the workplace and can occupy it safely. MS Canada also adopts and implements safety codes and standards as needed.

(While the Occupational Health and Safety Act or its regulations do not cover volunteers, MS Canada is also committed to fulfilling its responsibilities concerning the health and safety of its volunteers, and MS Canada believes that this statement helps facilitate that objective. Volunteers are responsible for conducting themselves in a manner that is consistent with MS Canada's health and safety statement and shall be given appropriate training to do so where appropriate. Depending on the circumstances, volunteers who fail to meet these responsibilities may not be permitted to continue in their role.)

Executive Champion

The VP, People and Community is the Executive Champion for this policy direction.

The Executive Team is authorized to develop detailed processes for the application of health and safety practices and procedures.

Monitoring and Compliance

The Executive Champion of this policy is responsible for leading the monitoring of the application and compliance of this policy direction in conjunction with other members of the Executive. The Executive Champion will work with appropriate staff to ensure compliance.

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Related Policies, Legislation

This policy direction, along with other policy directions, forms the umbrella of policies under which activities, campaigns, and events are conducted within MS Canada.

Policy Review

This policy is to be reviewed every three years following its date of approval.

- October 15/16, 2026 – Reviewed and approved by the Board of Directors

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Definitions:

Executive Team - The most senior level of staff leadership within MS Canada comprised of the President and Chief Executive Officer; Senior Vice-President(s) and Vice-President(s). One person may hold more than one position. The President and Chief Executive Officer may alter the composition of the Executive Team as required from time-to-time.

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