



**Umbrella Family and  
Child Centres of Hamilton**

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**4.1 POSTING HEALTH AND SAFETY INFORMATION POLICY**

<b>MANUAL</b>	<b>Child Care Centre Program Policy Manual</b>
<b>SECTION</b>	<b>4- Health and Well-Being</b>
<b>POLICY</b>	<b>4.1 Posting Health and Safety Information Policy</b>
<b>LAST REVISED</b>	<b>June 19, 2024</b>

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**RATIONALE**

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UFCC will work to ensure all employees, students, and volunteers are familiar with fire and emergency procedures compliant with Child Care and Early Years Act, 2014 and the Occupational Health and Safety Act, 1990. Preparation for emergency situations includes availability of up-to-date contact information for emergency response agencies, community partners and key personnel.

**RESPONSIBILITY**

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All staff, volunteers and students on placement.

**PROCEDURE**

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1. All information related to Health and Safety procedures will be posted in each centre.
2. The Health and Safety Board will be posted (or filed) in an area where all UFCC employees have easy access, and will include the following information:
  - a. Workplace Safety and Insurance Board (WSIB) information (posters)
  - b. Ontario Health and Safety Act (green booklet)
  - c. Emergency Management and Emergency Evacuation Procedure
  - d. Fire Drill Procedure
  - e. Fire Drill Log
  - f. Copies of First Aid Certificates of Staff Members
  - g. Information identifying the WHMIS training (and expiry dates) of all staff members
  - h. Minutes of Joint Health and Safety Meetings
  - i. List of employee Health and Safety Representatives
3. The Parent Board in each centre will include information about the Fire Drill and Emergency Evacuation Procedure.
4. An up-to-date list of telephone numbers used for emergency purposes will be posted at each telephone in the centre, and in several other obvious locations. A copy of these numbers will be carried with staff during off-site excursions. This list will include phone numbers and contact information for:
  - a. Emergency Services (911)
  - b. Poison Control Centre
  - c. Children's Aid Societies (both Public and Catholic)
  - d. Police non-emergency number

All policies and procedures are reviewed regularly to reflect Umbrella's most current practice.



- e. Local hospital
- f. Taxi
- g. MEDU Program Advisor and Area Office
- h. Public Health
- i. HWDSB Caretaking Pager Number
- j. School office
- k. Centre phone number
- l. Centre cell phone number
- m. Emergency evacuation site
- n. School office
- o. UFCC Program Manager
- p. UFCC Executive Director
- q. UFCC Board Chairperson

**Policy Attachments:** N/A