



AIDS COMMUNITY CARE MONTREAL • SIDA BÉNÉVOLES MONTRÉAL

Security in the Workplace Policy

ACCM is committed to ensuring a healthy and safe environment for all staff, volunteers, members and others who might use our services or facilities.

This “Security in the Workplace Policy” is intended to inform all persons who use and/or have access to ACCM’s facilities what the guidelines and procedures are in order to ensure that these facilities are safe. This policy will outline the responsibilities of the employer, employees, volunteers and others who have access to these facilities.

Security of Premises

1. **Key Security.** Employees and volunteers who are given keys and alarm codes to access ACCM’s premises, cabinets, cash boxes, etc. (at any location) must sign a form attesting that they have been given such keys. When these keys are no longer required they must return the keys to the person responsible for the distribution of the keys. The latter must indicate on the forms provided for this purpose that the keys have been returned. The form should indicate the individual's name, the keys provided (which location and which lock), the date they have been given and/or returned as well as the signature of the person given the keys. When the keys are returned the person responsible should initial this in the appropriate place on the form.
2. **Fire Security.** While the landlord of the buildings used by ACCM is responsible for providing adequate fire security such as fire extinguishers, exit signs, etc., ACCM should make sure that the measures to be taken in case of a fire are clearly posted for everyone on the premises to see. This should indicate the fire exit locations, the manual fire alarm station, as well as the telephone number to warn the fire department of the City of Montreal.
3. **Closing Security.** All employees and volunteers who are responsible for closing the premises should be aware of the procedures to follow when doing so. The employer should ensure that the procedures are posted next to the exits of all locations.
4. **Insurance.** ACCM must ensure that it has adequate insurance coverage in case of theft, fire or other incident which may result in damage to the premises and the fixtures of the organization. The insurance policy should be reviewed every year. ACCM is not responsible for the personal effects of anyone using the facilities unless specifically agreed upon with the Executive Director.
5. **Reporting of Problems to the Landlord.** The Executive Director shall designate an employee to have the responsibility to report any problems on the premises to the landlord (generally this would be the Office Coordinator for the Office and the

Coordinator of Support Services for the Drop In Resource Centre). In addition the contact numbers of the landlord should be readily or visibly available for all employees and volunteers to use.

6. **Logging of Incidents.** All incidents should be recorded in the log book regardless of their severity. When "security" incidents occur staff will be advised that an incident has occurred and that they should verify the details in the log book.

Personal Security

7. **First Aid.** ACCM shall procure and maintain a basic first aid kit for each of its locations. Where financial and human resources allow it, ACCM shall facilitate the maintenance of a first aid certificate for a designated employee.
8. **Personal property.** ACCM is not responsible for theft or damage to the personal property of any individual using its premises. All such individuals are encouraged to store their personal effects safely and to remain vigilant against theft.
9. **Personal Conduct.** ACCM expects all individuals on its premises to treat each other with respect and consideration. Any person who fails to do so, or who threatens or endangers another person will be subjected to the disciplinary provisions of the ACCM Code of Conduct.
10. **Work practices.** Employees and volunteers are responsible for ensuring that they take all necessary precautions to accomplish their work in the safest possible manner.
11. **Right to refuse dangerous or difficult tasks.** Every employee and volunteer has the right to refuse a task which may reasonably be considered dangerous or overly difficult, taking into account any limitations that the particular individual may have.
12. **The "2 people" rule.** There shall always be two people present at any location when the door is unlocked or the location is operating. These two people may be employees or working volunteers, but must have sufficient experience in the organization to be able to deal with emergency situations.

Environmental Security

This section deals with the quality of the working environment. It is intended to ensure a clean, healthy and hygienic space for all persons using the premises of ACCM.

13. **Air Quality.** In conformity with all federal, provincial and/or municipal laws ACCM provides a non-smoking environment. It is absolutely forbidden for any individual to smoke tobacco, marijuana or other similar products on the premises. Failure to comply can result in immediate ejection from the premises and in the case of employees or volunteers suspension or dismissal. In order to encourage respect for all people using the premises occupied by ACCM people who do smoke tobacco should do so in areas located off the premises and at a respectful distance from the entrances to the premises. Proper disposal accessories will be provided by ACCM.

In addition ACCM will endeavour to ensure that the quality of the air within the premises is as good as possible. Without dictating specifics it is understood that mutual respect

will prevail in areas of food odours and other similar areas which could affect the quality of the air.

14. **Hygiene and Cleanliness.** ACCM will ensure that proper cleaning procedures are in place to ensure that the facilities are clean. People using the facilities of ACCM are individually responsible to clean up after themselves when using the kitchen, washrooms and their own personal spaces. ACCM will provide the necessary items necessary to keep the facilities clean (e.g. broom, soap, disinfectant, etc.)

Whenever the premises are used by various groups (e.g. Support Groups, Workshops, Buyers' Club, Trainings, meetings, etc.) these groups are responsible to ensure that the premises used are left in the condition they were in prior to the group activity.

15. This policy will be reviewed on an annual basis and updated accordingly.

Adopted 25 October 2007