

Category: Human Resources

**Title:** Occupational Health and Safety Policy HRM-110

Policy Number: HRM-110

Approved by: CW470-2019, C424-2019

Administered by: Human Resources

Effective: November 20, 2019

---

## Contents:

- |  |   |
|--|---|
| 1. <a href="#">Background</a>            | 6. <a href="#">Policy Statements</a>          |
| 2. <a href="#">Purpose</a>               | 7. <a href="#">Roles and Responsibilities</a> |
| 3. <a href="#">Application and Scope</a> | 8. <a href="#">Monitoring and Compliance</a>  |
| 4. <a href="#">Outcomes</a>              | 9. <a href="#">Definitions</a>                |
| 5. <a href="#">Principles</a>            | 10. <a href="#">References and Resources</a>  |

## 1. Background

The City is committed to creating a work environment where all Employees actively play a vital role in their safety, health and well-being through prevention and continuous improvement.

This Policy is supported by accompanying Standard Operating Procedures and should be read in conjunction with the Respectful Workplace and Workplace Violence Prevention policies, and the Employee Code of Conduct – which is about our values, principles and standards of behaviour that govern our actions. These Policies, along with other reference documents are linked below.

## 2. Purpose

The purpose of this Policy is to:

- a) Make certain that there is a strong system and processes for successfully managing health and safety at the City;

- b) Outline the requirements of acceptable behaviours and actions for a work environment that is physically and mentally safe and healthy; and,
- c) Comply with the *Occupational Health and Safety Act* and applicable Regulations.

### **3. Application and Scope**

This Policy applies to:

- Employees (including but not limited to service contractors, students and volunteers); and
- Members of Council.

### **4. Outcomes**

- 4.1 A work environment that is both physically and mentally safe and healthy for all Employees.
- 4.2 A culture of managing risks well to prevent illness or injury and that shows continuous improvement in safety performance.
- 4.3 A culture of compliance where the City and Employees meet the terms of the *Occupational Health and Safety Act* and applicable Regulations.

### **5. Principles**

#### **5.1 Safety Culture**

A Safety Culture means that Employees have the right to a safe and healthy work environment. In an organization with a positive health and safety mindset, Employees share common values, attitudes, perceptions, and practices that affect behaviour, and put health and safety first.

#### **5.2 Strong and Active Leadership**

Supervisors take an active role to demonstrate that they take health and safety seriously, and embed health and safety in every aspect of the Workplace. Strong leadership and a firm commitment to continuously improving health and safety performance are the foundations of a strong safety culture.

#### **5.3 Internal Responsibility System**

Supervisors and Employees have a direct responsibility for health and safety as an essential part of their job. Each individual takes initiative on health and safety issues and works collaboratively to solve problems and make improvements on an on-going basis.

## 6. Policy Statements

6.1 The City is committed to work in collaboration with its Workplace Parties to create a physically and mentally safe and healthy work environment. This is achieved by complying with the *Occupational Health and Safety Act* and applicable Regulations, and:

- 6.1.1 Developing, maintaining and promoting policies, standard operating procedures, programs and guidelines;
- 6.1.2 Ensuring Supervisors are Competent Persons;
- 6.1.3 Proactively managing risks to prevent Workplace injury, illness or loss to Employees, contractors, suppliers, volunteers, and the public;
- 6.1.4 Providing education, training and competency evaluations to ensure Employees understand and meet their health and safety responsibilities;
- 6.1.5 Affording Joint Health and Safety Committees assistance in performing their functions and ongoing, timely, two-way communication with them for matters impacting the health and safety of Employees; and,
- 6.1.6 Measuring and monitoring progress through audits, inspections, investigations and evaluations.

## 7. Roles and Responsibilities

### 7.1 Senior Leaders

- a) Ensure an Occupational Health and Safety Policy is in place and reviewed at least once, annually, and ensure a program is in place to implement this Policy;
- b) Appoint Supervisors who are Competent Persons and ensure they are held accountable for complying with the *Occupational Health and Safety Act* and applicable Regulations, this Policy and accompanying materials;
- c) Provide the resources to develop, implement and support this Policy and accompanying materials; and,
- d) Comply with section 7.2 Roles and Responsibilities for Supervisors.

### 7.2 Supervisors

- a) Lead by creating and maintaining a safe and healthy Workplace while being a role model for others;
- b) Understand and comply with the *Occupational Health and Safety Act* and applicable Regulations, this Policy and accompanying materials;
- c) Post this Policy in a visible location in the Workplace;

- d) Ensure Employee awareness of and compliance with the *Occupational Health and Safety Act*, this Policy and accompanying materials;
- e) Monitor and enforce Employee compliance with the *Occupational Health and Safety Act* and applicable Regulations, this Policy and accompanying materials;
- f) Provide information, written instruction as needed, training, and supervision to protect Employees;
- g) Identify, assess, communicate and control hazards specific to the work performed;
- h) Advise Employees of any potential or actual danger to their safety or health of which the Supervisor is aware;
- i) Ensure that Employees wear the necessary equipment, clothing and protective equipment and ensure it is maintained in good condition; and,
- j) Take every precaution reasonable in the circumstances for the protection of Employees.

### 7.3 Employees

- a) Contribute to a safe and healthy work environment through acceptable behaviours and actions;
- b) Understand, participate in training, and work in compliance with the *Occupational Health and Safety Act* and applicable Regulations, this Policy and accompanying materials;
- c) Use or wear the equipment, protective devices or clothing required by their Supervisor;
- d) Work and act in a way that will not endanger themselves or anyone else;
- e) Report hazards or any contraventions of the *Occupational Health and Safety Act* and applicable Regulations, this Policy and accompanying materials to their Supervisor;
- f) Report all Workplace Incidents immediately to their Supervisor; and,
- g) Not remove or make ineffective any protective device required by law and accompanying materials.

### 7.4 Human Resources

- a) Prepare, maintain and facilitate the review of the Policy at least once, annually, and review the program as often as necessary, in consultation with Workplace Parties, as needed; and,
- b) Provide support and guidance to Supervisors and Employees to ensure compliance with the *Occupational Health and Safety Act* and applicable Regulations, this Policy and accompanying materials.

## 8. Monitoring and Compliance

- a) Supervisors must monitor their Employees' compliance with the Policy on an ongoing basis.
- b) Operating departments must keep Records to verify compliance with the Policy in case of periodic reviews by Human Resources.
- c) The Policy must be reviewed at least once, annually by Senior Leaders to ensure its effectiveness and to comply with legislation.

### 8.1 Consequences of non-compliance

Any Employee, who violates this Policy, may be subject to regulatory action and immediate corrective action which may include termination of employment or other action as appropriate.

### 8.2 Exceptions

Circumstances may exist where the provisions of this Policy may not apply or may require an alternate course of action. In these circumstances, written approval from the Chief Administrative Officer and Director, Human Resources is required prior to any alternate action.

## 9. Definitions

### 9.1 'Competent Person' means a person who,

- a) is qualified because of knowledge, training and experience to organize the work and its performance,
- b) is familiar with the *Occupational Health and Safety Act* and applicable Regulations that apply to the work; and,
- c) has knowledge of any potential or actual danger to health or safety in the Workplace.

### 9.2 'Employee' means any of the following:

- a) a person who performs work or supplies services for monetary compensation;
- b) a secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled;
- c) a person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution; or,

d) such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.

9.3 'Incident' means an undesired event which could or does result in injury, illness, or damage to people, equipment, or the work environment. It includes the following:

- Fatality
- Critical Injury
- Disabling Injury
- Serious Injuries (Refer to department Multi-Workplace Joint Health and Safety Committee (MJHSC) Terms of Reference)
- Occupational Illness
- Workplace Violence
- First Aid Injury
- Property Damage
- Near Miss (is an event that did not result in injury, illness, or damage)

9.4 'Joint Health and Safety Committee' means a committee of employee and supervisory representatives who are mutually committed to improving health and safety conditions in the workplace. Committees meet on a regular basis to identify potential health and safety issues and bring them to the employer's attention, and conduct workplace inspections monthly.

9.5 'Member of Council' refers to any elected or appointed official on Council, including the Mayor.

9.6 'Record' means records that document business transactions, decisions and activities, such as investigation notes, training records, etc.

9.7 'Senior Leader' means the Chief Administrative Officer, Commissioners and Department Heads.

9.8 'Supervisor' means a person who has charge of a Workplace or authority over an Employee and can include, but is not limited to, Member of Council, Senior Leaders, Directors, Managers, Supervisors and Forepersons.

9.9 'Workplace' means any land, premises, location or thing at, upon, in or near which an employee works and may include but is not limited to:

- physical, telephone, social media, e-mail and any other electronic and virtual City work environments;
- locations visited by Employees while traveling on City related business; or,
- locations of work-based social gatherings, training, and conference or travel.

9.10 'Workplace Parties' means Supervisors, Employees, Joint Health and Safety Committees, unions and associations, service contractors, students and volunteers.

## 10. References and Resources

This Policy should be read and applied in conjunction with the following references and resources as updated from time to time. Please note that some of the following documents may not be publically available.

### External references

- [Occupational Health and Safety Act](#)
- [O. Reg. 381/15 Noise](#)
- [O. Reg. 297/13 Occupational Health And Safety Awareness And Training](#)
- [O. Reg. 490/09 Designated Substances](#)
- [O. Reg. 474/07 Needle Safety](#)
- [O. Reg. 632/05 Confined Spaces](#)
- [O. Reg. 278/05 Designated Substance - Asbestos On Construction Projects And In Buildings And Repair Operations](#)
- [O. Reg. 385/96 Joint Health And Safety Committees - Exemption From Requirements](#)
- [O. Reg. 714/94 Firefighters - Protective Equipment](#)
- [O. Reg. 213/91 Construction Projects](#)
- [R.R.O. 1990, Reg. 860 Workplace Hazardous Materials Information System \(WHMIS\)](#)
- [R.R.O. 1990, Reg. 851 Industrial Establishments](#)
- [R.R.O. 1990, Reg. 833 Control Of Exposure To Biological Or Chemical Agents](#)

### References to related bylaws, Council policies, and administrative directives

- [Code of Conduct for Members of Council](#)
- [Respectful Workplace Policy](#)
- [Workplace Prevention Violence Policy](#)

### References to related corporate-wide SOPs, forms, and resources

- [Supervisor's Report of Employee Accident Form](#)
- [Confined Space Entry](#)
- [Eye Protection](#)
- [First Aid](#)
- [Head Protection](#)
- [Hot Work](#)

- [Incident Notification and Investigation](#)
- [Locates](#)
- [Lockout/Tagout](#)
- [Machine Guarding](#)
- [Multi-Workplace Joint Health and Safety Committee Terms of Reference](#)
- [Pre-Start Health and Safety Review](#)
- [Protective Footwear](#)
- [Refusing Unsafe Work](#)
- [Reporting and Resolving Health and Safety Hazards](#)
- [Smoke-Free Workplace](#)
- [Trenching and Excavating](#)
- [WHMIS](#)
- [Workplace Inspections](#)

### Revision History

Date	Description
2018/05/30	Approved; Replaces Corporate Health and Safety Policy (12.1.1)
2019/11/20	Scheduled Review. Revisions made to make the policy easier to understand and emphasize joint responsibility in the workplace and clarify responsibilities. Amendments approved by Council Resolution No. CW470-2019, C424-2019
2020/11/20	Next Scheduled Review