

THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA
HEALTH AND SAFETY POLICY
APPENDIX "A" TO BY-LAW 2008-19

Approved by: Municipal Council
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HEALTH AND SAFETY POLICY STATEMENT

The council and administration of the Corporation of the United Townships of Head, Clara & Maria (the Municipality) is committed to the health and safety of its workers. Protection of workers from illness, injury or occupational disease is a major continuing objective.

The Municipality as employer is ultimately responsible for worker health and safety. As council of The Municipality of the United Townships of Head, Clara & Maria, we give you our personal promise that every reasonable precaution will be taken for the protection of workers. In fulfilling this commitment, we will provide and maintain a safe and healthy work environment as indicated by acceptable industry practices and compliance with legislative requirements, and we will strive to eliminate any foreseeable hazards which may result in fires, security losses, damage to property, and personal injury or illness.

Accidental loss can be controlled through good management in combination with active worker involvement. Loss prevention is the direct responsibility of all workers.

All workers will comply with the Municipality's loss prevention requirements as they apply to the design, operation, and maintenance of facilities and equipment. All workers will perform their jobs in accordance with established procedures and operating philosophy.

PURPOSE

To detail the responsibilities of council, administration and workers in ensuring the health and safety of workers and the public (any person) within all municipal workplaces.

SCOPE

The *Occupational Health and Safety Act* (OHSA) requires those who have any degree of control over the workplace to ensure a safe and healthy work environment. The Act sets out duties with respect to workplace safety, and materials and equipment in the workplace.

The Act applies to every worker who is being paid, regardless of the location in which the worker works. If employees work at home and are being paid or are driving and being paid en route, they are covered under the Act. If a paid worker suffers a critical injury, the Act requires that the employer report that critical injury to the Ministry of Labour.

In addition to the OHSA, the *Workplace Safety Insurance Act* (WSIA) covers all employees. Further to the reporting obligations under the OHSA, there are requirements under the WSIA respecting reporting as well.

Bill C-45 amended the *Criminal Code of Canada* to impose a new duty on organizations and corporations to ensure workplace health and safety which requires that "everyone who undertakes, or has the authority, to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from that work or task". The Code further covers any person who may enter a workplace and may be affected by workplace activity. The new duty requires reasonable steps to be taken to prevent bodily harm to any person.

RESPONSIBILITIES – GENERAL

- Responsibility is defined as an individual's obligation to carry out assigned duties.
- Responsibility and authority can be delegated to subordinates, giving them the right to act for their supervisors.
- The supervisor remains accountable for seeing that responsibilities are met and actions are carried out.

RESPONSIBILITIES OF THE MUNICIPALITY

The Municipality/Council

The Municipality in its capacity as the employer is responsible for carrying out the responsibilities and duties outlined through the delegation of these functions to individuals in the corporation.

The Municipality will make every effort to provide a safe, healthy work environment; will take all reasonable steps to prevent bodily harm to any person and will ensure that business is conducted in a manner that is consistent with reasonable standards of health and safety, in order to prevent or reduce accidents, injuries, or illnesses.

Council/the Corporation is responsible to ensure that:

- The principles of this policy and all applicable rules and regulations as set by the province from time to time are adhered to.
- Adequate funds and resources are allocated to establish and maintain internal systems for effective health and safety program management.
- Equipment, materials and protective devices as prescribed are provided and are maintained in good condition.
- Prescribed measures and procedures are carried out.
- Equipment, materials and protective devices are used as prescribed.
- All areas of the workplace are capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under *The Building Code Act*.
- Information, instruction and supervision to a worker to protect the health and safety of the worker is provided.
- When appointing a supervisor, a competent person is appointed.
- A worker or person in authority over a worker is acquainted with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent.
- Assistance and co-operation is provided to a committee or a health and safety representative in the carrying out by the committee or the health and safety representative of any of their functions.
- Only a person over such age as may be employed is employed in or about the workplace.
- No person who is under such age as may be prescribed in or about a workplace is knowingly permitted in that workplace.
- Every precaution reasonable in the circumstances for worker protection has been taken.
- A copy of the *Occupational Health and Safety Act* and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers has been posted in the workplace.
- Where so prescribed, provide a worker with written instructions as to the methods and procedures to be taken for protection of the worker.

Management

This level of the organization includes the Senior Administrative Officer and Department Head (if any). The Clerk or Senior Administrative Officer is responsible for:

- Ensuring compliance with all applicable health and safety legislation.
- Actively supporting the Health and Safety Representative in their duties.
- Ensuring all injured workers are treated fairly.
- Ensure the working environment is maintained in a healthy and safe condition.

- Establish and maintain a written health and safety program, with objectives and standards consistent with applicable legislation as a minimum.
- Provide ongoing safety education through training and safety meetings, including but not restricted to WHMIS and First Aid.
- Provide standard operating procedures that include safe work practices.
- Evaluate the health and safety performance of subordinates.
- Provide first aid facilities as required.
- Ensure that personal protective equipment, where required is provided and used.
- Investigate and report accidents/cases of occupational disease to appropriate authority.
- Investigate and report incidents to appropriate authority.
- Responsible for ensuring that workplace inspections are performed apart from those conducted by the Health and Safety Representative.
- Responsible for correcting substandard acts or conditions.
- Responsible for commending good health and safety performance.
- Responsible for performing employee safety observations.
- Accountable for having a health and safety component be part of all annual reviews. (i.e. performance appraisals)
- Responsible for performing regular crew/site visits.
- Set a good example by always wearing the appropriate PPE when required.
- Ensure that all senior management, departmental, or labour/management meetings have health and safety as a topic on the agenda.
- Ensure that health and safety reference materials are readily available to supervisors and workers.
- Ensure that safety is a component of your hiring criteria.
- Ensure that there is a progressive discipline system that includes health and safety infractions.

RESPONSIBILITIES OF THE INDIVIDUAL

All individuals in the workforce, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury. Supervisors will be held accountable for the health and safety of workers under their supervision.

Supervisors

This level of the organization includes all those individuals who supervise the work of other employees, from the front line supervisor up and could include the department heads and or directors/Council.

Supervisors are responsible to:

- Ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures;
- Ensure that workers receive adequate training in their specific work tasks to protect their health and safety;
- Ensure that employees use and/or wear the equipment, protective devices, or clothing that the Municipality requires;
- Ensure that workers are made aware of the existence of any potential or actual danger to their health or safety, of which the Supervisor is aware;
- To take every precaution, reasonable in the circumstances, for the protection of an employee;
- Be familiar with the applicable requirements of the *Occupational Health and Safety Act* and the Regulations, the *Workplace Safety & Insurance Act* and the *Criminal Code of Canada* and ensure compliance.
- Understand and enforce the Municipality's Health & Safety Policies and Procedures.
- Responsible for ensuring that workplace inspections are performed apart from those conducted by the Health and Safety Representative.

- Ensure that employees wear the appropriate personal protective equipment.
- Advise each worker of the existence of any potential or actual danger to the health and safety of the worker, of which the supervisor is aware.
- Investigate and determine the causes of all incidents/accidents and initiate or recommend corrective action.
- Take every precaution reasonable in the circumstance for the protection of a worker.
- Ensure workers receive proper instruction and training, through safety meetings prior to the commencement of work.
- Identify and inform superiors of occupational health and safety concerns.
- Responsible for correcting substandard acts or conditions.
- Responsible for commending good health and safety performance.
- Responsible for performing employee safety observations.
- Accountable for health and safety
- Responsible for performing regular crew/site visits.
- Set a good example by always wearing the appropriate PPE when required.
- Ensure that health and safety reference materials readily available to and workers.
- Ensure that safety is a component of your hiring criteria.

Workers

This level of the organization includes all workers in the workplace, up to and including the Senior Administrative Officer, as well as those individuals on the Municipal payroll on a contract basis.

Workers are responsible to:

- Report to his/her Supervisor the absence of, or defect in, any equipment or protective devices or the existence of any hazard of which he/she has knowledge;
- Operate equipment and machines safely and conduct himself/herself in a safe manner.
- Learn, understand and practice standard operating procedures.
- Responsible to work safely, work in compliance with the Act, wear PPE, report hazards, not remove guards and not engage in pranks or other dangerous conduct.
- Comply with all Municipal health and safety policies and procedures
- Take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
- Report unsafe acts or conditions to their supervisor, health and safety committee, or health and safety representative.
- Report any near-miss incident or loss immediately to their supervisor.
- Report any occupational injury or illness immediately to their supervisor.
- Report any contraventions of the *Occupational Health and Safety Act* or Regulations *the Workplace Safety & Insurance Act* and *the Criminal Code of Canada* to their supervisor or employer.
- Participate in annual performance appraisals that include health and safety.
- Be recognised for ongoing initiatives to improve safety performance.
- Be included as part of special study teams to review tool design and new or existing work procedures.
- Be included in the development of new policies and procedures.

Contractors and Sub-Contractors

This classification is external to the Municipality and includes all those individuals or organizations working on a contract for the Municipality. This section will be included in all contracts tendered and proof of the above may be required by the Municipality at any time from tendering to project completion.

The health and safety responsibilities attached to this classification include the following:

- Demonstrate the establishment and maintenance of a health and safety program, with objectives and standards and will provide qualified workers and meet all applicable legislation as well as the Municipality's health and safety policy and procedures.
- Are held accountable for their health and safety performance.

- Provide a WSIB clearance certificate or equivalent insurance.
- Ensure the workers in their employ are aware of the hazardous substances that may be in use at the workplace and wear the appropriate personal protective equipment required for the area .

Health & Safety Officer

This level of the organization includes all those individuals who have health and safety as a part-time or full-time responsibility or function.

The health and safety responsibilities attached to this level include the following:

- Formulate and implement the municipal health and safety programs.
- Establish and implement policies and procedures to ensure compliance with provincial legislation. (*Occupational Health & Safety Act, Workplace Safety & Insurance Act and the Criminal Code of Canada*)
- Co-ordinate activities with joint health & safety committee(s).
- Represent the United Townships of Head, Clara & Maria when meeting with the Ministry Of Labour.
- Co-ordinate and deliver safety training and education for workers.
- Assist in conducting accident/incident investigations.
- Obtain training in safety legislation, incident investigation, and workplace inspections, or basic certification.
- Report directly to a top management official.

Visitors and General Public

This classification is external to the Municipality's organization and includes all those individuals or organizations not identified in the above classifications.

- Where appropriate, signs will be posted at entrances to inform visitors and the general public about restricted access or the requirement to report to a receptionist before proceeding further.
- Visitors and general public will not be allowed to wander unescorted, through areas that are normally restricted to employees.
- In the event that a visitor is required to enter a work area that is normally restricted to employees:
 - The supervisor will be responsible for ensuring that the visitor is aware of the relevant workplace safety rules and is under the supervision of a regular employee.
 - Any and all required personal protective equipment will be used by the visitor.

DEFINITIONS:

Critical Injury - means an injury of a serious nature that:

- places life in jeopardy;
- produces unconsciousness;
- results in substantial loss of blood;
- involves the fracture of a leg or arm but not a finger or toe;
- involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- consists of burns to a major portion of the body; or
- causes the loss of sight in an eye;

Everyone – includes individuals, organizations, and corporations who may be charged with criminal negligence should a workplace accident occur;

Prescribed - refers to a section of the Occupational Health and Safety Act and Regulations for Industrial Establishments, Construction Projects or Mines and Mining Plants

Supervisor - means a person who has charge of a workplace or authority over a worker;

Worker (or Employee) – means a person who performs work or supplies services for monetary compensation;

Workplace – as defined by the Act, but generally means any land, premises, location or thing at, upon, in or near which a worker works;

CONSEQUENCES OF NON-COMPLIANCE:

In addition to placing yourself and others at risk of injury, failure to comply with this policy and accompanying procedures will result in progressive dismissal action for workers and will be evaluated during your performance appraisal.

Failure of members of council or administration to comply might result in injury to workers or the public and/or personal and corporate criminal charges against the individual members.

HEALTH AND SAFETY PROGRAM COMPONENTS

(Procedures to be created and implemented by staff.)

In addition to preparing a health and safety policy like the one above, the Municipality will also develop a program to implement the above policy. This program will vary, depending upon the hazards encountered in each particular workplace following a thorough inspection. Program elements may include all or some of the following:

- Worker training (e.g., new employees, WHMIS, new job procedures)
- Workplace inspections and hazard analysis
- Analysis of the accidents and illnesses occurring at the workplace
- A health and safety budget
- A formal means of communication to address promptly the concerns of workers
- Confined space entry procedure
- Machine guarding
- Material-handling practices and procedures
- Maintenance and repairs
- Housekeeping
- Protective equipment
- Emergency procedures
- First-aid and rescue procedures
- Electrical safety
- Fire prevention
- Engineering controls (e.g., ventilation)

This is not a comprehensive list. Specific procedures will be developed for each department to address hazards specific to locations and duties.