

Category: Human Resources

**Occupational Health and Safety Policy**

Policy Number: HRM-110

Approved by: Council Resolution # Click or tap here to enter text. – Click or tap to enter a date.

Administered by: Human Resources

Effective Date: Click or tap to enter a date.

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## 1. Background

The City is committed to creating a work environment where all Workers 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 Policy, Workplace Violence Prevention Policy, and the Employee Code of Conduct – which is about our values, principles and standards of behaviour that govern our actions.

## 2. Purpose

The purpose of this Council Policy is to:

- 2.1 Make certain there is a strong system and processes for successfully managing health and safety at the City;
- 2.2 Outline the requirements of acceptable behaviours and actions for a work environment that is physically and psychologically safe and healthy; and,
- 2.3 Comply with the *Occupational Health and Safety Act* and applicable Regulations.

## 3. Application and Scope

This Council Policy applies to:

- 3.1 Workers (including but not limited to employees, service contractors, students and volunteers); and,
- 3.2 Members of Council.

## 4. Outcomes

- 4.1 A work environment that is both physically and psychologically safe (absence of harm and / or threat of harm to mental wellbeing) and healthy for all Workers
- 4.2 A culture of managing risks well to prevent illness or injury and shows continuous improvement in safety performance.
- 4.3 A culture of compliance where the City and Workers meet the requirements of the *Occupational Health and Safety Act* and applicable Regulations.

## 5. Principles

- 5.1 Safety Culture

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

## 5.2 Strong and Active Leadership

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

## 5.3 Internal Responsibility System

5.3.1 The City, Supervisors and Workers 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 ongoing basis.

## 6. Policy Statements

6.1 The City is committed to working in collaboration with its Workplace Parties to create a physically and psychologically 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 relevant 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 Workers 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 Workers;

6.1.6 Measuring and monitoring progress through audits, inspections, investigations and evaluations; and,

6.1.7 Setting and reviewing OHS objectives for the continual improvement of the OHSMS and OHS performance in support of The Certificate of Recognition (COR®).

## 7. Roles and Responsibilities

### 7.1 Senior Leaders (Supervisor, Worker Roles and Responsibilities also apply)

7.1.1 Ensure an Occupational Health and Safety Policy is in place and reviewed at least once, annually, and a program is in place to implement this Policy;

7.1.2 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; and,

7.1.3 Provide the resources to develop, implement and support this Policy and accompanying materials.

### 7.2 Supervisors (Worker Roles and Responsibilities also apply)

7.2.1 Lead by creating and maintaining a safe and healthy Workplace while being a role model for others;

7.2.2 Understand and comply with the *Occupational Health and Safety Act* and applicable Regulations, this Policy and accompanying materials, including the Supervisor Health and Safety Awareness in 5 Steps learning, at minimum;

7.2.3 Post this Policy in a visible location in the Workplace and ensure Workers are able to locate this Policy in the Workplace and digital location;

7.2.4 Ensure Worker awareness of and monitor and enforce compliance with the *Occupational Health and Safety Act*, applicable Regulations, this Policy and accompanying materials;

7.2.5 Require Workers to review this Policy at least once annually;

7.2.6 Provide information, written instruction as needed, training, and supervision to protect Workers;

7.2.7 Identify, assess, communicate and control hazards specific to the work performed;

7.2.8 Advise Workers of any potential or actual danger to their safety or health of which the Supervisor is aware;

7.2.9 Ensure that Workers wear the necessary equipment, clothing and protective equipment and ensure it is maintained in good condition; and,

7.2.10 Take every precaution reasonable in the circumstances for the protection of Workers.

### 7.3 Workers

- 7.3.1 Contribute to a safe and healthy work environment through acceptable behaviours and actions;
- 7.3.2 Understand, participate in training, and work in compliance with the *Occupational Health and Safety Act* and applicable Regulations, this Policy and accompanying materials,
- 7.3.3 Review this Policy at least once annually;
- 7.3.4 Use or wear the equipment, protective devices or clothing required by their Supervisor;
- 7.3.5 Work and act in a way that will not endanger themselves or anyone else;
- 7.3.6 Report hazards or any contraventions of the *Occupational Health and Safety Act* and applicable Regulations, this Policy and accompanying materials to their Supervisor;
- 7.3.7 Report all Workplace Incidents immediately to their Supervisor; and,
- 7.3.8 Not remove or make ineffective any protective device required by law and accompanying materials.

#### 7.4 Human Resources

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

#### 7.5 Joint Health and Safety Committee

- 7.5.1 Monitor the City's internal responsibility system in accordance with the *Occupational Health and Safety Act*; and,
- 7.5.2 Request reports to conduct periodic reviews of essential health and safety training to monitor compliance.

### **8. Monitoring and Compliance**

- 8.1 Supervisors must monitor their Workers' compliance with this Policy on an ongoing basis.

- 8.2 Operating departments must keep Records to verify compliance with the Policy in the event of periodic reviews by Human Resources.
- 8.3 The Policy must be reviewed at least once, annually by Senior Leaders to ensure its effectiveness and to comply with legislation.
- 8.4 Consequences of non-compliance
  - 8.4.1 Failure to follow this Council Policy may result in regulatory action and immediate corrective action which includes discipline as appropriate, up to and including termination.

## 9. Definitions

- 9.1 **‘Competent Person’** means a person who,
  - 9.1.1 is qualified because of knowledge, training and experience to organize the work and its performance,
  - 9.1.2 is familiar with the *Occupational Health and Safety Act* and applicable Regulations that apply to the work; and,
  - 9.1.3 has knowledge of any potential or actual danger to health or safety in the Workplace.
- 9.2 **‘Incident’** means an undesired event which could or does result in injury, illness, or damage to people, equipment, or the work environment.
- 9.3 **‘Joint Health and Safety Committee’** means a committee of Workers 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.
- 9.4 **‘Member of Council’** refers to any elected or appointed official on Council, including the Mayor.
- 9.5 **‘Record’** means records that document business transactions, decisions and activities, such as investigation notes, training records, etc.
- 9.6 **‘Senior Leader’** means the Chief Administrative Officer, Commissioners and Department Heads.
- 9.7 **‘Supervisor’** means a person who has charge of a Workplace or authority over a Worker and can include but is not limited to, Members of Council, Senior Leaders, Directors, Managers, Supervisors, and Forepersons.
- 9.8 **‘Volunteer’** means a person who performs tasks and / or services without compensation or expectation of compensation.

- 9.9 **‘Worker’** means a person who performs work (also known as employee) or supplies services for monetary compensation (as defined under the *Occupational Health and Safety Act (OHSA)*). It also includes all secondary or post-secondary students who perform work or supply services for no monetary compensation under a work experience program operated by or approved by a secondary or post-secondary institution.
- 9.10 **‘Workplace’** means any land, premises, location, or thing at, upon, in, or near which a Worker works and may include but is not limited to:
- 9.10.1 physical and virtual work environments (including vehicles)
- 9.10.2 locations visited by Workers while travelling on City related business; or,
- 9.10.3 locations of work-based social gatherings, training, and conference or travel.
- 9.11 **‘Workplace Parties’** means Supervisors, Workers, Joint Health and Safety Committees, unions and associations, service contractors, students and volunteers.

## 10. References and Resources

This Council 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 publicly available.

### 10.1 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](#)
- [Supervisor Health and Safety Awareness in 5 Steps](#)

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

- Workplace Violence Prevention Policy HRM-120
- Respectful Workplace Policy HRM-150
- [Code of Conduct for Members of Council](#)

## 10.3 References to related corporate-wide procedures, forms, and resources

- [Supervisor's Report of Employee Accident Form](#)
- [Confined Space Entry](#)
- [Eye Protection](#)
- [Fire Workplace Injury/Illness Agilepoint Form](#)
- [First Aid](#)
- [Head Protection](#)
- [Hot Work](#)
- [Incident Notification and Investigation](#)
- [Job Hazard Analysis](#)
- [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](#)
- [Working at Heights Program](#)
- [WHMIS](#)
- [Workplace Health & Safety Inspection Form](#)
- [Workplace Incident Report Agilepoint Form](#)
- [Workplace Inspections SOP](#)

## 11. 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.



Date	Description
2021/01/20	Scheduled Review. Administrative amendments made to the policy. Amendments approved by Council Resolution No. C082-2021
2022/05/23	Scheduled Review. Administrative amendments made to the Policy. Amendments approved by Committee of Council Resolution CW271-2022. Language on establishing objectives updated to satisfy Certificate of Recognition (COR) Audit. Workplace definition to reflect physical and virtual work environments. Links reviewed and updated.
2023/09/13	Scheduled Review. Administrative amendments made to the Policy.
2024/09/11	Scheduled Review. Administrative amendments made to the Policy.
2025/10/23	Next Scheduled Review.