 Corporate Policy

# Health and Safety Policy

**Approved by**: County Council **Date Approved**: June 5, 2007

**Last Revision Date**: 2007 **Replaces**: Section 11-20, HR Manual and Policy ADM-HR-01-07

**Scheduled for Review by**: 2017

**Policy Number: HR-H&S-001 Section: Human Resources**

**Sub Section: Manage**

**References and Related Documents**

[Health and Safety Policy - Schedule B 4413-07](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_068076&RevisionSelectionMethod=LatestReleased)

[By-Law 4413-07 Health and Safety Policy](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_000644&RevisionSelectionMethod=LatestReleased&Rendition=Web)

[By-Law 4413-07 Safety Policy ADM-HR-01-07](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_007273&RevisionSelectionMethod=LatestReleased&Rendition=Web)

[Critical Injury Reporting Procedure](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_104215&RevisionSelectionMethod=LatestReleased&Rendition=Web)

[Workplace Violence Prevention - Policy (June 2016)](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_268854&RevisionSelectionMethod=LatestReleased&Rendition=Web)

[Workplace Violence Prevention - Procedure (June 2016)](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_268859&RevisionSelectionMethod=LatestReleased&Rendition=Web)

**Forms**

[Employee Incident Report](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_104252&RevisionSelectionMethod=LatestReleased&Rendition=Web)

[WSIB Form 7](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_104227&RevisionSelectionMethod=LatestReleased&Rendition=Web)

[WSIB Functional Abilities Form](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_104245&RevisionSelectionMethod=LatestReleased&Rendition=Web)

[Critical Injury Report](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_104248&RevisionSelectionMethod=LatestReleased&Rendition=Web)

[Workplace Violence Incident Report](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_201932&RevisionSelectionMethod=LatestReleased&Rendition=Web)

## Policy Statement

The Corporation’s health and safety practices are legislated by the Occupational Health and Safety Act (OHSA). The Corporation and its employees share the responsibility for occupational health and safety. This concept of an internal responsibility system is based on the principle that workplace parties themselves are in the best position to identify and control health and safety concerns, and to develop solutions.

All staff is expected to demonstrate their commitment to health and safety and the internal responsibility system by fulfilling their respective responsibilities.

## Purpose

The Corporation is committed to providing a safe and healthy workplace for all its employees and this is confirmed in its By-law No. 3242-90, a By-law to Establish a Health and Safety Policy for Employees of the Corporation of the County of Grey, which sets out the delegated responsibility to all levels of the organization for the Corporation’s Health and Safety Policy.

## Scope

The responsibility for the Corporation’s Health and Safety Policy is delegated to all levels of the organization.

**Employees:** to include all levels of employment

**Supervisors:** to include Foremen, Acting Foremen, Lead Hands, Supervisors and all first line Supervisory Staff, Managers and Department Heads.

**Employers:** to include Department Heads, CAO, and County Councillors

### Responsibilities - Employees

1. Responsible for the awareness of, understanding of, and the compliance of the Health and Safety Policy.
2. Take every possible precaution to protect themselves and fellow workers from health hazards and unsafe situations.

Duties

1. Responsible to work safely following provincially legislated and employer Safe Work Procedures/Practices and carry out their duties with such skill and care as to eliminate, as far as practicable, injury to themselves, fellow employees, and members of the public.
2. Familiarize themselves with the location and operation of all safety equipment, including first aid kits and fire extinguishers.
3. Responsible for the prompt reporting of any potential or actual health and safety hazards to their immediate supervisor.
4. Ensure that all incidents and injuries are reported to his or her supervisor immediately.
5. Be familiar with the Occupational Health and Safety Act of Ontario.

### Responsibilities – Supervisors

1. Responsible for the occupational health and safety of the employees assigned to them.
2. To ensure that healthy and safe work conditions prevail on the job site and are observed during all work performances.

Duties

1. Responsible for the occupational health and safety of their staff.
2. Ensure that all their employees are fully aware of the Health and Safety Policy and Procedures (Rules and Regulations).
3. Ensure that their employees have received and understand instructions when working with certain equipment or in conditions that may be hazardous, and ensure required equipment, protective devices or clothing is worn by the workers.
4. Be familiar with the Occupational Health and Safety Act and Regulations of Ontario and ensure that the requirements contained therein are followed.
5. Ensure that employees work with proper instruction, appropriate equipment and adequate supervision.
6. Responsible for reporting any unsafe conditions to the managers or department heads.
7. Ensure all employees have access to and/utilize the required safety equipment.
8. Investigate and report on appropriate Injury/Incident Report forms, all injuries as quickly as possible and be responsible for, if so required, first aid to the injured worker and/or ensure transportation to the nearest medical center.
9. Make recommendation to their immediate supervisor, in conjunction with the Health and Safety Committee, on the prevention of similarly occurrences or injuries in the future.
10. Carry out inspections of the work place or job site to ensure a healthy and safe environment.
11. With all new job assignments, determine the safest method to perform the work and brief the work crew of such methods, as well as any potential hazards.
12. Take every precaution reasonable for the protection of the worker.

### Responsibilities – Employers

1. To ensure that the Corporations’ policy for healthy and safe work practices is understood by all levels of responsibility and is practical during the work performance.
2. To delegate specific requirements of the policy to the other levels of responsibility.
3. Monitor the application of the policy to ensure the best possible results are obtained.
4. Appoint competent persons as supervisors.
5. Establish a Joint Health and Safety Committee in work locations of 20 or more employees.

Duties

1. Establish objectives and standards consistent with applicable health and safety legislation and review when necessary.
2. Monitor all levels of responsibility and employee corrective actions required.
3. Provide information, instruction and assistance to all supervisory staff.
4. Understand and enforce the Health and Safety policy, as well as the Occupational Health and Safety Act of Ontario.
5. Provide all supervisory staff with proper and well maintained equipment and training, as well as special personal protective devices when required.
6. Provide on-going safety education program and approved first aid training courses as required.
7. Take every precaution reasonable in the circumstances for the protection of the worker.
8. Support the Joint Health and Safety Committees in carrying out their duties.