

# CORPORATE POLICY



Policy Title: **Health and Safety Responsibilities**  
Policy Category: **Human Resources**  
Policy No.: H-005  
Department: Corporate Services  
Approval Date: November 24, 2014  
Revision Date:  
Author: Marie de Boyrie  
Attachments: N/A  
Related Documents/Legislation:  
*Occupational Health and Safety Act*  
Regulations under the Occupational Health and Safety Act include, but not limited to:  
Construction Projects (Reg. 213)  
Control of Exposure to Biological or Chemical Agents (Reg. 833)  
Critical Injury – Defined (Reg. 834)  
Designated Substances (Reg. 835 to 846)  
Health Care and Residential Facilities (Reg. 67)  
Industrial Establishments (Reg. 851)  
Workplace Hazardous Materials Information Systems (WHMIS – Reg. 860).  
First Aid Requirements under the *Workplace Safety and Insurance Act* – Regulation 1101  
Bill C-45 (Section 217.1 in the Criminal Code) - Criminal Liability for Health & Safety Negligence

## **POLICY STATEMENT:**

It is the policy of the City of Waterloo (City) to perform all work in a safe manner, consistent with recognized safe work practices and current health and safety legislation. All individuals in the organization have a level of responsibility for health and safety in the workplace.

## **PURPOSE:**

The purpose of this policy is to ensure that the corporation, directors, managers, supervisors and employees understand their roles and responsibilities and are adhering to them with respect to the *Ontario Occupational Health & Safety Act* and all City health and safety policies and procedures.

**Mandatory Policy, *Municipal Act* ; No  
Policy Administration Team, Review Date: November 24, 2014  
Corporate Management Team, Review Date: February 5, 2014**

**DEFINITIONS:**

As defined under the *Occupational Health and Safety Act*:

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 Act and the regulations that apply to the work, and
- c) has knowledge of any potential or actual danger to health or safety in the workplace

Employer – means a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services

Prescribed – means prescribed by a regulation made under the Act

Regulations – means the regulations made under the Act

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

Worker – means a person who performs work or supplies services for monetary compensation but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program.

Workplace – means any land, premises, location or thing at, upon, in or near which a worker works

**SCOPE:**

This policy is applicable to all employees of The City, visitors, contractors and the general public.

**POLICY COMMUNICATION:**

A copy of this policy will be posted in the Health and Safety section of City's intranet.

Staff will receive training on the policy as part of the new hire orientation. Supervisors, including Managers, Directors and Commissioners, will review the policy with staff on an annual basis and additional training will be provided as needed.

**POLICY:**

The following responsibilities must be upheld in all City workplaces, during the course of employment and while performing work on behalf of the City that is external to the workplace. Responsibilities are assigned based on position level, as follows.

**Chief Administrative Officer**

- Ensure the requirements of this policy are fulfilled throughout the Corporation
- Oversee the framework of Occupational Health and Safety activities of the City
- Hold all levels of the organization accountable for their safety performance
- Ensure the corporation complies with the Corporate Health and Safety Policy, as well as all relevant health and safety legislation
- Ensure appropriate standards in safety training and orientation are established and that compliance to these standards is on-going
- Monitor the health and safety program to ensure compliance with existing policy, regulations, and standards and that appropriate commendations and/or corrective measures are applied
- Ensure Joint Health and Safety Committee establishment and functions are carried out as prescribed
- Take all reasonable care to ensure that contractors, visitors and the general public comply with their health and safety responsibilities
- Take every precaution reasonable in the circumstances for the protection of a worker

**Commissioners**

- Ensure that the requirements of this policy are carried out throughout their Department(s)
- Be familiar with the conditions and regulations of all applicable safety legislation, City policies, programs and procedures to ensure that the requirements therein are followed
- Ensure all jobs are evaluated with respect to hazards and that appropriate hazard controls are put into place
- Ensure safety policies and procedures are enforced and that no person is permitted to do work without proper training, instruction and adequate supervision
- When appointing a supervisor, appoint a “competent person”
- Ensure the protection and safety of their subordinates and the general public takes precedence over all other considerations
- Ensure that the proper equipment, materials and personal protective devices, which are prescribed or may be required to perform jobs safely, are provided, maintained and used according to legislation, procedures and/or manufacturer’s guidelines
- Hold all levels of supervision accountable for health and safety compliance
- Evaluate the health and safety performance of subordinates
- Provide first aid facilities as required
- Provide assistance and co-operation to the Joint Health and Safety Committee members and health and safety representatives in carrying out their functions
- Ensure contractors, visitors and the general public are aware of their responsibilities and that compliance is met
- Take every precaution reasonable in the circumstances for the protection of a worker

**Supervisors – All Levels (including Directors and Managers)**

- Be familiar with and ensure that each worker is fully aware of and complies with the City's health and safety policies, programs and sections of the *Occupational Health and Safety Act* and Regulations that pertain to their work
- Ensure that workers wear the appropriate personal protective equipment
- Ensure workers are advised of actual or potential hazards to their health and safety, of which the supervisor is aware
- Establish standard operating procedures, safe work procedures or standard operating guidelines (SOPs, SWPs, SOGs) for any specific hazardous operations or conditions within their area of responsibility and ensure they are communicated and understood by the workers
- Ensure workers receive proper training and instructions prior to work being performed and ensure that workers have demonstrated an understanding of it
- Hold accountable all persons reporting to them, including managers, supervisors, lead hands, contractors, etc.
- Identify, investigate and correct or inform superiors of all occupational health and safety concerns
- Investigate all accidents and incidents, determine the causes and corrective actions, as per the Employee Incident Reporting Process
- Know and comply with the City's processes on Work Refusals and Critical or Fatal Injuries
- Co-operate with the Joint Health and Safety Committee members
- Take every precaution reasonable in the circumstances for the protection of a worker

**Health and Safety Consultant**

- Formulate and implement the City's health and safety policies and programs
- Establish and implement policies and procedures to ensure compliance with provincial legislation. (OHSA and WSIA)
- Represent the City when meeting with representatives of the Ministry of Labour
- Co-ordinate and deliver safety training and education for workers
- Assist in conducting accident/incident investigations

**Workers**

- Understand and work in compliance with the City's health and safety policies, programs and provisions of the *Occupational Health and Safety Act* and Regulations
- Learn, understand and practice standard operating procedures, safe work procedures or standard operating guidelines (SOPs, SWPs, SOGs)
- Report all accidents, injuries and incidents to their supervisor immediately, as per the Employee Incident Reporting Process and co-operate in the investigations
- Use or wear the equipment and personal protective devices or clothing as required
- Report all hazards, unsafe acts and any contraventions of the *Occupational Health and Safety Act* or Regulations to their supervisor

- Refuse unsafe work
- Shall not use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself, or any other worker
- Shall not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct
- Co-operate with the Joint Health and Safety Committee members

### **Joint Health and Safety Committees**

- Be familiar and comply with their duties under the *Occupational Health and Safety Act*
- Foster an atmosphere of communication and co-operation between the employer and the workers
- Identify situations that may be a source of danger or hazard to workers and make recommendations for improvement of the health and safety of workers
- Recommend the establishment, maintenance and monitoring of health and safety programs
- Obtain information from the employer on actual or potential hazards and occupational health and safety testing
- Inspect the workplace on a monthly basis, ensuring the entire workplace is inspected at least annually
- Designate members to investigate work refusals and critical or fatal injuries
- Joint Health and Safety Committees shall meet at least every three months and keep minutes of these meetings and make the minutes available to all workers and the Ministry of Labour
- Joint Health and Safety Committees shall have at least two certified members, one representing management and one representing workers and if the requirement is not being met, a written plan must be in place to comply within a reasonable time
- Joint Health and Safety Committees shall establish a written Terms of Reference and it shall be reviewed annually

### **Contractors**

- Contractors are required to comply with all applicable health and safety legislation, City health and safety policies and programs and specific contractual health and safety requirements
- Upon request, the contractor will be required to provide the City with copies of their health and safety policies, programs and training records
- Contractors are responsible for ensuring all workers, including sub-contractors, understand and are in compliance with these requirements
- Failure to comply with health and safety legislation and/or City policies and programs will be deemed as a breach of the contract
- This section will be included in all contracts tendered and proof of the above may be required by the City at any time from tendering to project completion
- Contractors are required to report all work related incidents/accidents to the City immediately

**Contractors – Supervisors**

- Ensure that workers wear the appropriate personal protective equipment
- Ensure workers are advised of actual or potential hazards to their health and safety, of which the supervisor is aware
- Establish standard operating procedures for any specific hazardous operations or conditions within their area of responsibility and ensure they are communicated and understood by workers
- Ensure workers receive proper training and instructions prior to work being performed and ensure that workers have demonstrated an understanding of it
- Hold accountable all persons reporting to them, including forepersons, charge staff, designates, etc.
- Identify, investigate and correct or inform superiors of all occupational health and safety concerns
- Investigate all accidents and incidents, determine causes and corrective actions
- Take every precaution reasonable in the circumstances for the protection of a worker

**Contractors – Workers**

- Understand and work in compliance with the City's health and safety policies, programs and provisions of the *Occupational Health and Safety Act* and Regulations
- Learn, understand and practice standard operating procedures
- Report all accidents, injuries and incidents to their supervisor immediately
- Use or wear the equipment and personal protective devices or clothing that is required
- Report all hazards, unsafe acts and any contraventions of the *500* or Regulations to their supervisor
- Refuse unsafe work
- Shall not use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself, or any other worker
- Shall not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct

**Visitors and General Public**

- Visitors and the general public shall not be allowed to enter a work area that requires the use of personal protective equipment or where the operation or use any equipment, materials or things that may endanger their health and safety or that of another person
- In the event that a visitor or member of the general public is required to enter a work area as described above, a "competent" person must accompany the person at all times and is responsible for ensuring the person is aware of and complies with the relevant workplace health and safety rules, including the use of personal protective equipment

**COMPLIANCE:**

In cases of policy violation, the City may investigate and determine appropriate corrective action.