

THE CORPORATION OF THE
MUNICIPALITY OF GREENSTONE

Health and Safety Policy

Health and Safety Responsibilities	
Policy No: HS 200	Signature:
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POLICY STATEMENT

The Corporation of the Municipality of Greenstone is committed to ensuring a safe and healthy environment for its employees, visitors, and contractors, and the prevention of occupational illness and injury in the workplace.

In order to achieve this objective, the Municipality will:

- Comply with all relevant legislation and standards related to health and safety
- Identify and control hazards which may result in occupational injuries or illnesses, or property damage
- Develop, implement, and monitor health and safety programs to fulfil these objectives
- Educate employees to increase the awareness of health and safety principles throughout the Corporation and ensure that senior management, supervisors, and workers have the skills to carry out their responsibilities
- Ensure that supervisors monitor their workers' safety performance, and take appropriate disciplinary action when employees fail to comply with safe work practices and procedures
- Include health and safety as a criterion in evaluating job performance
- Establish a communication system to inform visitors about potential hazards, so as to ensure a safe and healthy environment for all
- Review this policy annually with the Joint Health and Safety Committee and/or Health and Safety Representatives.

In addition, all employees of the Municipality of Greenstone commit to performing their jobs safely and in accordance with legislative requirements as well as Municipal Safe Work Procedures and Practices.

RESPONSIBILITIES:

Employer (The Corporation – Senior Management Team)

An 'employer' is a person who employs one or more workers or contracts for the services of one or more workers.

The employer shall ensure that:

- The equipment, materials, and protective devices as required by the OHSA, are provided.
- The equipment, materials, and protective devices provided by the employer are maintained in good condition.
- The measures and procedures prescribed are carried out in the workplace.
- The equipment, materials, and protective devices provided by the employer are used as required by the OHSA.
- A floor, roof, wall, pillar, support, or other part of a workplace is 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.
- Provide information, instruction, and supervision to a worker to protect the health or safety of the worker.
- In a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed;
- When appointing a supervisor, appoint a competent person.
- Acquaint a worker or person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal, and transport of an article, device, equipment, or a biological, chemical, or physical agent.
- Afford assistance and cooperation to Health and Safety Representatives and Joint Health and Safety Committee in carrying out their functions.
- Only employ in or about the workplace a person over 14 years of age.
- Not knowingly permit a person who is under such age as may be prescribed to be in or about a workplace;
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Post in the workplace a copy of the Occupational Health and Safety Act and any explanatory material prepared by the Ministry of Labour, both in English and in the

majority language of the workplace, outlining the rights, responsibilities, and duties of workers.

- Advise workers of the results of a report referred to in clause (l) and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety. R.S.O. 1990, c. O.1, s. 25 (2)
- Prepare, and review at least annually, a written occupational health and safety policy, and develop and maintain a program to implement that policy.
- Post in a conspicuous location in the workplace, a copy of the occupational health and safety policy.
- Provide to the committee or to a health and safety representative the results of a report respecting occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety.
- Establish an Occupational Health Service for workers, as required by the OHSA.
- Where an Occupational Health service is established, maintain the same according to the standards prescribed.
- Keep and maintain accurate records of the handling, storage, use, and disposal of biological, chemical, and physical agents, as required by the OHSA.
- Accurately keep and maintain and make available to the worker affected, such records of the exposure of a worker to biological, chemical, or physical agents, as required by the OHSA.
- Notify a Ministry of Labour director of the use or introduction into a workplace of such biological, chemical, or physical agents as required by the OHSA.
- Monitor at such time or times, or at such an interval or intervals the levels of biological, chemical, or physical agents in the workplace and keep and post accurate records thereof as required by the OHSA.
- Comply with a standard limiting the exposure of a worker to biological, chemical, or physical agents as required by the OHSA.
- Establish a medical surveillance program for the benefit of workers as required by the OHSA.
- Provide for safety related medical examinations and tests for workers as required by the OHSA.
- Where so prescribed, only permit a worker to work or be in a workplace who has undergone such medical examinations, tests, or X-Rays as required by the OHSA, and who is found to be physically fit to do the work in the workplace.

- If a worker participates in a prescribed medical surveillance program or undergoes prescribed medical examinations or tests, his or her employer shall pay,
 - a) the worker's costs for medical examinations or tests required by the medical surveillance program or required by regulation;
 - b) the worker's reasonable travel costs respecting the examinations or tests; and
 - c) the time the worker spends to undergo the examinations or tests, including travel time, which shall be deemed to be work time for which the worker shall be paid at his or her regular or premium rate as may be proper. R.S.O. 1990, c. O.1, s. 26 (3); 1994, c. 27, s. 120 (3).
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of the worker.
- Carry out such training programs for workers, supervisors, and health and safety representatives, as required by the OHSA.
- Conduct workplace inspections at least annually.
- Perform incident/injury investigations as required.
- Commend employee and supervisor health and safety performance.
- Perform employee safety observations.

Supervisors

A 'supervisor' is a person who has charge of a workplace or authority over a worker, and can include Lead Hands and Line Supervisors, Department Heads, and Directors.

Supervisors shall:

- Ensure that a worker works in the manner and with the protective devices, measures, and procedures required by this act and the regulations; as well as with the equipment, protective devices, and measures that the Municipality of Greenstone requires.
- Be familiar with the applicable requirements of the Occupational Health and Safety Act and Regulations, and ensure compliance.
- Understand and enforce health and safety policies and procedures.
- Ensure that workers do not use or operate any equipment, machine, device, or thing or work in a manner that may endanger himself, herself, or any other worker.
- Advise each worker of the existence of any potential or actual danger to the health or safety of the worker, of which the supervisor is aware.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of the worker.

- Investigate and determine the causes of accidents and injuries, and initiate or recommend corrective action.
- Ensure that workers receive proper training and instructions prior to the commencement of work.
- Keep records of all training programs.
- Identify and inform superiors of occupational health and safety concerns.
- Take every precaution reasonable in the circumstance for the protection of a worker.
- Perform regular workplace inspections and document the results.
- Perform employee safety observations on a regular basis.
- Correct any substandard acts or conditions.
- Conduct incident/injury investigations as per the Municipality's policy.
- Commend employee health and safety performance.

Workers (Employees)

The term 'worker' refers to all individuals who perform work or supply services for monetary compensation, and includes all employees of the Corporation.

Workers shall:

- Know the requirements of the health and safety program.
- Comply with all legal requirements under the Occupational Health and Safety Act and the Workplace Safety and Insurance Act, and the regulations that apply to the Municipality of Greenstone.
- Use or wear the equipment, protective devices, or clothing that the employer requires to be worn, and maintain them in good condition.
- NOT remove or make ineffective any protective device required by the regulations or the employer, without providing a temporary protective device. When the need for removing, or making the protective device ineffective, has ceased, replace the protective device immediately.
- Report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker.

- Report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows
- No worker shall,
 - a) remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
 - b) use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or
 - c) engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.
- A worker is not required to participate in a prescribed medical surveillance program unless the worker consents to do so.
- Attend any educational and training programs required by the employer.
- Report and, where possible, correct unsafe acts, practices, and conditions.
- Not operate any equipment or tool without proper instruction.
- Report all injuries, no matter how insignificant they may seem.
- Make suggestions to improve the health and safety program.
- Adhere to all safety signs
- Not remove any machine guards.
- Remove all sources of entanglement prior to work (long hair, jewelry).
- Not smoke on any Municipal property.

Owners

An 'owner' includes a trustee, receiver, mortgagee in possession, tenant, lessee, or occupier of any lands or premises used or to be used as a workplace; and a person who acts on behalf of an owner as an agent or delegate.

Owners of a workplace that is not a project shall:

- Ensure that such facilities as required by the OHSA are provided.
- Any facilities prescribed are maintained as required.
- Ensure that the workplace complies with the regulations.

- Ensure that any construction, development, reconstruction, or alterations are done in compliance with this Act and the regulations.
- When required, provide to a Director any drawings, plans, or specifications of a workplace, as required by the OHSA.

Directors and Officers

Every Director and Officer of a corporation shall take all reasonable care to ensure that the corporation complies with:

- This Act and the regulations.
- Orders and requirements of Ministry of Labour Inspectors and Directors.
- Orders of the Minister of Labour.

Constructors

A 'constructor' is a person who undertakes a project for an owner, and includes an owner who undertakes all or part of a project by himself, or by more than one employer.

A constructor shall ensure that:

- The measures and procedures prescribed by the OHSA and the Regulations are carried out on the project.
- Every employer and every worker performing work on the project complies with the Act and Regulations.
- The health and safety of workers is protected.
- Before commencing a project, give to the Ministry of Labour a notice in writing of the project, and include whatever information is prescribed.

TRAINING

All employees are trained in their rights and responsibilities under the Occupational Health and Safety Act during their Orientation process. Training in rights and responsibilities is repeated at least every two years.

COMMUNICATION

Rights and responsibilities information may be communicated through employee communiqués, newsletters, and staff meetings.