

Health and Safety Policy

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Purpose

The Corporation of the City of Cornwall (“The City” or “Cornwall”) is committed to creating a work environment where all Workplace parties including employees, supervisors, managers, Joint Health and Safety Committees, unions and associations, contractors, sub-contractors, students, interns, and volunteers actively play a vital role in their safety, health and well-being through prevention and continuous improvement.

The City is committed to the prevention of workplace injuries and the promotion of practices that ensure that all employees are able to work in an environment that is free of hazards that could affect their health and safety. The City is committed to protecting employees from injury and illness by establishing safe work practices in compliance with occupational health and safety legislation.

Scope

This policy applies to all Workplace parties including employees, supervisors, managers, Joint Health and Safety Committees, unions and associations, contractors, sub-contractors, students, interns, and volunteers. This policy also applies to elected officials including Mayor, members of Council.

Principles

The City values the health and safety of its employees and intends to maintain a healthy and safe work environment and will comply with health and safety legislation, regulations, and orders as the minimum standards. The City will accomplish this by providing resources adequate for the occupational health and safety management system. The City is committed to:

- Engaging, communicating, and encouraging the active participation of all employees in Health and Safety programs;
- Identifying and eliminating hazards and reducing occupational health and safety risks, injuries, and illnesses;
- Providing appropriate training and education;
- Continually improving the City’s organizational health and safety management system, and its health and safety culture.

Legislation and applicable regulations

[Ontario Occupational Health and Safety Act](#) provides the legal framework and governs the requirements for Health and Safety regulations.

Policy Statement

The City is committed to working in collaboration with its Workplace Parties to create a physically and psychologically safe and healthy work environment. This Policy is intended to ensure that the workplace parties understand their roles and responsibilities and ensure they are adhering to them with respect to the Ontario Occupational Health & Safety Act and all City health and safety policies and procedures. The policy focuses on the City's responsibilities to:

- Ensure existence of a strong system and processes for successfully managing health and safety at the City;
- Comply with the Occupational Health and Safety Act and applicable Regulations.
- Development, maintenance, and promotion of relevant policies, standard operating procedures, programs, and guidelines;
- Ensure Supervisors are Competent Persons;
- Proactively managing risks and hazards to prevent Workplace injury, illness or loss to Employees, contractors, suppliers, volunteers, and the public;
- Provide education, training, and competency evaluations to ensure Employees understand and meet their health and safety responsibilities;
- Recognize the importance of supporting Joint Health and Safety Committees and its representatives in meeting their legislative obligations and of consulting and co-operating with Joint Health and Safety Committees and representatives when developing and implementing health and safety policies, programs, and procedures;
- Acknowledge that the Internal Responsibility System is essential for maintaining City's ongoing commitment, communication, and co-operation;
- Measure and monitor progress through audits, inspections, investigations, and evaluations

Definitions

Competent Person: means a person who is qualified for a position because of knowledge, training, and experience to organize the work and its performance, is familiar with the

Occupational Health and Safety Act and applicable Regulations that apply to the work; and, has knowledge of any potential or actual danger to health or safety in the Workplace.

Critical injury: 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, an arm, a hand, or a foot, but not a finger or toe;
- Consists of burns to a major part of the body; or
- Causes the loss of sight in an eye.

Employee or Worker: means any of the following:

- a person who performs work or supplies services for monetary compensation;
- a secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the student's school board;
- a person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution; or,
- such other persons as may be prescribed who perform work or supply services to the City for no monetary compensation.

Emergency: A present or imminent event or circumstance that:

- Is caused due to an incident, fire, explosion, technical failure, or the forces of nature, and
- Requires prompt coordination of action or special regulation of persons or property to protect the health, safety, or welfare of a person or to limit damage to property.

Hazard: Source with potential to cause injury or ill health, damage to property or the workplace, or a combination of these.

Health and safety management system: A health and safety management system is a framework, set of guidelines or tool that helps those responsible manage health and safety in the workplace methodically.

Incident: Means an undesired event which could or does result in injury, illness, or damage to people, equipment, or the work environment. It may include fatality, critical injury, disabling

injury, serious injury, occupational illness, workplace violence, first aid injury, property damage, near miss etc.

Internal Responsibility System (IRS): The IRS is a system, within an organization, where everyone has direct responsibility for health and safety as an essential part of their job, irrelevant of their position or role in the organization. Each person takes initiative on health and safety issues and works to solve problems and make improvements on an on-going basis.

Joint Health and Safety Committee: A committee of employees 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, bring them to the employer's attention, and conduct Workplace inspections monthly.

Member of Council: Any elected or appointed official on Council, including the Mayor.

Near Miss: An incident in which there is no injury or property damage, but, given a slight shift in time or position, injury or damage could have occurred.

Occupational Illness: A condition that results from exposure in a workplace to a physical, chemical, or biological agent to the extent that normal physiological mechanisms are affected, and the health of the worker is impaired.

Psychologically Safe Workplace: Psychological safety is the absence of harm and/or threat to mental health and well-being that an employee might experience in the workplace.

Record: Documentation of business transactions, decisions, and activities, such as investigation notes, training records, etc.

Manager or Supervisor: A person who has charge of a workplace or authority over a worker or another person. The determination as to whether a person is a supervisor does not depend on that person's job title. Rather, it depends on whether the person is responsible for a location (for example, an office or laboratory) where work is performed on a paid or unpaid basis or whether the person gives direction to complete work performed by workers, students, visitors, or volunteers. Depending on the workplace relationship, a supervisor may include, for example, the manager, the Director, the supervisor, etc.

Unsafe act: An activity conducted in a manner that may threaten the health and/or safety of individuals or cause damage. An unsafe act may include using defective equipment, operating equipment without training or authorization, use of tools/equipment for other than their intended purposes, etc.

Unsafe condition: A condition or situation in the workplace that may threaten the health and/or safety of individuals or cause damage. An unsafe condition may include inadequate guards or warning systems, congestion in the workplace, etc.

Workplace: Any land, premises, location, or thing at, upon, in, or near which an Employee works and may include but is not limited to:

- physical and virtual work environments (including vehicles)
- locations visited by Employees while travelling on City related business; or,
- locations of work-based social gatherings, training, and conference or travel.

Workplace Parties: Means Supervisors, Employees, Joint Health and Safety Committees, unions and associations, contractors, sub-contractors, students, interns, and volunteers.

Work Refusal: A situation in which a worker may refuse to work or do particular work given that the worker has reason to believe that:

- Any equipment, machine, device, or thing the worker is to use or operate is likely to endanger the worker or another worker;
- The physical condition of the workplace, or the part thereof, in which the worker works, or is to work, is likely to endanger the worker;
- Workplace violence is likely to endanger the worker; or
- Any equipment, machine, device, or thing the worker is to use or operate, or the physical condition of the workplace, or the part thereof in which the worker works, or is to work, is in contravention of the Act or the regulations and such contravention is likely to endanger the worker or another worker.

Roles and Responsibilities

Health and Safety is a shared responsibility of all Workplace Parties.

Employees

- Have thorough knowledge of and maintain compliance with this Policy;
- Be familiar with their rights and responsibilities under this Policy;
- Contribute to a safe and healthy work environment through acceptable behaviours and actions;
- Understand, participate in training, and work in compliance with the *Occupational Health and Safety Act* and applicable Regulations, this Policy, and accompanying materials;
- Use or wear the equipment, protective devices or clothing required to safely perform the job duties;
- Work and act in a way that will not endanger themselves or anyone else;

- Report hazards or any contraventions of the *Occupational Health and Safety Act* and applicable Regulations, this Policy, and accompanying materials to their Supervisor;
- Report all Workplace Incidents immediately to their Supervisor;
- Not remove or make ineffective any protective device required by law and accompanying materials;
- Refuse unsafe work;
- Refrain from using or operating any equipment, machine, device or thing or work in a manner that may endanger themselves, or any other worker;
- Not to 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.

Supervisors and Managers

- Lead by creating and maintaining a safe and healthy Workplace while being a role model for others;
- Understand and comply with the Occupational Health and Safety Act and applicable Regulations, this Policy, and accompanying materials;
- Ensure Employee awareness of and monitor and enforce compliance with the Occupational Health and Safety Act, applicable Regulations, this Policy, and accompanying materials;
- Provide information, written instruction as needed, training, and supervision to protect Employees;
- Identify, assess, communicate, and control hazards specific to the work performed;
- Advise Employees of any potential or actual danger to their safety or health of which the Supervisor is aware;
- Ensure that Employees wear the necessary equipment, clothing and protective equipment and ensure it is maintained in good condition; and,
- Take every precaution reasonable in the circumstances for the protection of Employees.

Senior Managers and Directors

- Ensure an Occupational Health and Safety Policy is in place and a program is in place to implement this Policy;
- Appoint Managers and 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;
- Ensure the working environment is maintained in a healthy and safe condition.
- Evaluate the health and safety performance of all departments and take necessary actions as needed.
- Ensure that personal protective equipment, where required, is provided and used.
- Investigate and report accidents/cases of occupational disease to appropriate authority.

- Identify departmental reports and information required in consultation with the Joint Health and Safety Committees for the purpose of meetings or to evaluate the performance of the programs.

Human Resources

- Prepare, maintain, and facilitate the review of this Policy at least once, annually;
- Establish and maintain a written health and safety program, with objectives and standards consistent with applicable legislation, in consultation with Workplace Parties, and review the program as often as necessary;
- Provide support and guidance to Supervisors, Managers and Employees to ensure compliance with the *Occupational Health and Safety Act* and applicable Regulations, this Policy, and accompanying materials;
- Establish a comprehensive system to record incidents, meeting minutes etc. for the City's Health and Safety program in consultation with departments and the Joint Health and Safety Committees;
- Analyze and track the statistical information related to workplace incidents and take remedial actions to reduce the number of incidents.
- Identify significant trends and directions of workplace hazards and accidents and notify departments;
- Maintain an inventory of current and past information regarding preventative measures;
- Require Employees to review this Policy at least once annually;
- Post this Policy in a visible location in the Workplace and ensure Employees are able to locate this Policy in the Workplace and digital location;
- Assess and evaluate the effectiveness of current safety training and accident prevention programs in the workplace;
- Manage JHSC program to ensure compliance; record and maintain JHSC meeting minutes.

Joint Health and Safety Committees

- Ensure compliance with their duties under the *Occupational Health and Safety Act*;
- Foster an atmosphere of open 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;
- Inspect the workplace on a monthly basis;
- Designate members to investigate work refusals and critical or fatal injuries;
- Joint Health and Safety Committees shall meet at least once every month 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;
- Joint Health and Safety Committees shall establish a written Terms of Reference and it shall be reviewed annually.

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 and visitors comply with their health and safety responsibilities;
- Take every precaution reasonable in the circumstances for the protection of a workers.

Unions

- Support and promote a culture of safety and raise awareness among employees;
- Provide guidance to members on the proper procedures to be followed and encourage safe practices;
- Cooperate fully with the City to ensure safe and healthy workplace for all employees;
- Encourage employees to participate in the Joint Health and Safety Committee programs.

Policy Communication and Awareness

The City will provide awareness programs to employees to educate them about the importance of Health and Safety at workplace as well as the potential hazards that can be found in the workplace.

Complaint Procedure

Employees are encouraged to report any workplace hazards, incidents and health and safety related concerns to their immediate supervisor and members of the Joint Health and Safety Committee. If the issue remains unresolved after the discussion with immediate supervisor, or if

the employee is uncomfortable addressing it directly with their supervisor, they may contact the Joint Health and Safety Committee or General Manager of Human Resources for support and investigation, if necessary.

Consequences of non-compliance

Any violations of this policy will be addressed in accordance with the City of Cornwall's disciplinary procedures up to and including dismissal or other action as appropriate. The severity of the violation will be taken into consideration when determining appropriate consequences.

Review and Revisions

The City will review and update this policy at least once every year to ensure its effectiveness and compliance with any changes in laws or regulations. Any necessary revisions to this policy will be made to align with changes in legislation and work practices. If the policy is changed, employees will be provided with the updated copy of the policy.

Related policies, programs, and procedures

- Internal Responsibility System
- Emergency Response Plan and Evacuation Procedures
- Return to Work Plan
- Hazard Identification and Analysis
- Joint Health and Safety Committee
- Health and Safety Training
- Monthly Inspections
- Workplace Incidents and Investigations
- Accommodations Process
- Hazard and Risk Control
- Workplace Violence and Harassment Policy

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Manon L. Levesque
City Clerk

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Matthew Stephenson
Interim General Manager, Human Services

X

Tracey Bailey
General Manager, Financial Services

X

Mathieu Fleury
Chief Administrative Officer