

<b>POLICY:</b>	<b>SA 001</b>	<b>MUNICIPAL SAFETY POLICY</b>
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<b>APPROVAL DATE AND MOTION:</b>	June 1997 (36-06-97)	<b>CROSS-REFERENCE:</b>	<u>OHS Act, Regulations and Code.</u>
<b>RESPONSIBILITY:</b>	Safety	<b>APPENDICES:</b>	
<b>APPROVER:</b>	Council	<b>EFFECTIVE DATE:</b>	June 1997
<b>REVISION DATE(S)/ MOTION #</b>	February 2002 (34-02-02) January 23, 2017 (2017-01-59)	<b>NEXT REVIEW DATE:</b>	

## 1. DEFINITIONS

- 1.a. **County** means the County of Vermilion River.
- 1.b. **Employee(s)** means an employee of the County of Vermilion River.
- 1.c. **OHS** means Occupational Health and Safety.
- 1.d. **Health and Safety Coordinator** is the person employed by the County of Vermilion River in the role of Health and Safety Coordinator on the organizational chart.
- 1.e. **Supervisors** are the immediate supervisor of the employee or activity on the work site.
- 1.f. **WCB** mean the Workers Compensation Board.

## 2. POLICY STATEMENT

- 2.a. The personal health, safety, psychological and social well-being ~~safety and health~~ of each employee of the County of Vermilion River is of primary importance. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given priority over operating productivity where necessary. ~~To the greatest degree possible, the County Council will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.~~
- ~~2.b. The County of Vermilion River will maintain a safety and health program to the best practices of organizations of this type. To be~~

~~successful, such a program must start with proper attitudes towards injury and illness prevention on the part of both supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and his or her co-workers. Only through such a cooperative effort can a safety program of all be established and preserved in the best interest.~~

### 3. OBJECTIVE

- 3.a. The County of Vermilion River's is committed to a strong health and safety program that protects its employees, contractors, the environment and the public.~~objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to the County's. Our goal is to provide an injury and incident free workplace by implementing and maintaining a comprehensive Health and Safety Management System.~~~~The County's goal is zero accidents and injuries.~~

### 4. BACKGROUND

- 4.a. The Municipal Safety Policy outlines the responsibilities of the County, Managers, Supervisors, and workers regarding health and safety in conjunction with the Internal Responsibility System.

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### 5. GUIDING PRINCIPLES

The County of Vermilion River's safety and health program will involve:

- 5.a. Providing ~~mechanical and physical safeguards to the maximum extent possible~~ reasonable mechanical and physical safeguards to mitigate hazards.
- 5.b. Conducting a program of health and safety inspections to find and eliminate unsafe working conditions and practices, to control health hazards, and to comply fully with the health and safety standards for every job.
- 5.c. Training all employees in good health and safety practices.
- 5.d. Providing necessary personal protective equipment and instructions for its use and care.
- 5.e. Developing and enforcing health and safety rules and requiring that employees corporate with these rules as a condition of their employment.

- 5.f. Investigating every incident promptly and thoroughly to find ~~out what caused it and to correct the problem so that it won't happen again the cause and to implement corrective actions to mitigate reoccurrence.~~
- 5.g. The County of Vermilion River recognizes that the responsibility for health and safety is shared:
  - 5.g.i. The employer accepts the responsibility for leadership of the Health and Safety program for its effectiveness and improvement, ~~and for providing the safeguards required to ensure safe conditions.~~
  - 5.g.ii. Supervisors are responsible for developing the proper attitudes towards Health and safety in themselves and those they supervise and for ensuring that all operations are performed with the upmost regard for the Health and Safety of all personnel involved.
  - 5.g.iii. Employees are responsible for the wholehearted, genuine cooperation with all aspects of the Health and Safety program, including compliance with all rules and regulations and for continually practicing safety while performing their duties.
- 5.h. The safety information in this policy does not take precedence over OHS Regulations. All employees should be familiar with the OHS Act, Regulations and Code.
- 5.i. **ASSUMING OF RESPONSIBILITY AND ACCOUNTABILITY FOR SAFETY**
  - 5.i.i. **Health and Safety Coordinator**
    - 5.i.i.a Provide a statement of Policy relating to the Health and Safety Program. The statement provides a commitment and philosophy that sets levels of expectations for safety performance throughout the organization.
    - ~~5.i.i.b~~ Promoting safety awareness and compliance.
    - 5.i.i.~~cb~~ Maintain overall control of the Safety and Loss Prevention Program direction.
    - 5.i.i.~~de~~ Ensure all established safety policies are administered and enforced in all areas.
    - 5.i.i.~~ed~~ Ensure that all field operations personnel are aware of and effectively practice the policies and procedures set out in the Safety Program.

- 5.i.i.f Responsible for daily administration of the Health and Safety Program.
- 5.i.i.g Post safety rules and regulations, bulletins, and posters.
- 5.i.i.h Assist in incident investigations, analysis, and preparation of incident reports and summaries.
- 5.i.i.i Ensure that pertinent safety reports are submitted as required.
- 5.i.i.j Ensure that corrective actions have been taken whenever deficiencies are identified.
- 5.i.i.k Assist with safety seminars and or training.
- 5.i.i.l Keep up to date with current safety literature, regulations and codes of practice.

5.i.ii. **Directors**

- 5.i.ii.a Ensure implantation and maintenance of the established safety policies on specific projects within their respective areas of the County.
- 5.i.ii.b Ensure the maintenance of the highest standards of performance with respect to the safety program on their respective jobsites. They are also accountable for the safe performance of personnel and equipment on their projects.
- 5.i.ii.c Implement a site safety program and develop a clear understanding of safety responsibilities and specific duties for each foreman and or supervisor. The Director/Manager must be knowledgeable of and responsible for complying with all regulations, laws and codes.
- 5.i.ii.d ~~Hold at least one Safety meeting monthly or more frequently, if required, with foreman to review Safety conditions and general Safety policies. Ensure that subtrades and foreman conduct monthly or more frequent, if required, toolbox meetings. Where there are only a few employees, the Director shall conduct a monthly or more frequent if required toolbox meeting with all project personnel in attendance.~~
- 5.i.i.e ~~Arrange for the recording of minutes of Safety committee meetings and forward copies to the Manager.~~

- 5.i.i.f ~~Make daily observations of Safety activities on the project.~~
- 5.i.i.g Along with the Health and Safety Coordinator  
aAccompany government ~~O.H.&S~~ OHS Inspector during project inspection. If ~~he/she~~ they is are not available, the Director will assign another Supervisor for the inspection.
- 5.i.i.h Be aware of the hazards that exist for the short term, temporary, and new hire workers who are new to activities. Ensure ~~that new hires receive detailed safety instructions before they are allowed to start work~~ they receive New Employee Orientation before they are allowed to start work. New employees should be assigned to work with other employees who are familiar with the project and are aware of any specific safety rules and regulations that are in force.
- 5.i.i.i ~~Formulate a detailed hiring route for all the employees which includes a review of the project Safety rules and regulations prior to starting work (New Hire Orientation).~~
- 5.i.iii. **Supervisors/Foremen**
  - 5.i.iii.a Provide safe working conditions for all workers under their supervision.
  - 5.i.iii.b Provide instructions to workers in safe work procedures. As part of routine duties, the supervisor shall require employees to use the necessary personal protective equipment as appropriate, ~~eg. Hard hats, goggles, masks, respirators, safety glasses or other items deemed necessary.~~
  - 5.i.iii.c Correct physical conditions which are liable to cause or have caused incidents.
  - 5.i.iii.d ~~Undertake the investigation~~ Investigate ~~of~~ accidents, incidents or near misses to determine the underlying causes. These must be reported in detail to the Director and the Health and Safety Coordinator, and ensure the required report forms are completed on a timely basis.
  - 5.i.iii.e Provide a good example for employees by always directing and performing work in a safe manner.

- 5.i.iii.f Conduct regular inspections for unsafe practices and conditions and ensure ~~prompt~~ corrective actions are put into place to eliminate causes of accidents.
- 5.i.iii.g Work in cooperation with other project supervisory personnel in determining safe practices, enforcing their observance, developing procedures for dealing with violations and developing other general safety and accident prevention.
- 5.i.iii.h Provide ~~each~~ employees with information about the hazards on the job and how to avoid them.
- 5.i.iii.i Maintain a housekeeping standard and assign definite responsibilities to individuals for good housekeeping.
- 5.i.iii.j Enforce all established safety regulations and work methods. Take disciplinary action as necessary to ensure compliance with the rules.
- 5.i.iii.k Provide a minimum of one toolbox meeting monthly or more frequent if required with their crew and record the minutes on the prescribed form.
- 5.i.iii.l ~~Provide a regular inspection for unsafe practices and conditions, and ensure prompt corrective action to eliminate causes of accidents.~~

5.i.iv. **Employees**

- 5.i.iv.a Carry out their work in a manner that will not create a hazard to their own health and safety or the health and safety of other employees.
- 5.i.iv.b Assist site supervision in the reduction and controlling of accident producing conditions and unsafe acts on the worksite.
- 5.i.iv.c Report any accidents, incidents, near misses and or injuries immediately to their supervisor.
- 5.i.iv.d Report any anticipated loss of work time to their supervisor as soon as possible after being treated by a physician following an injury.

~~5.i.v. **Safety Administrator**~~

- ~~5.i.v.a Responsible for daily administration of Safety Program on site.~~

- ~~5.i.v.b — Post all safety bulletins, safety posters, and safety rules and regulations.~~
- ~~5.i.v.c — Assist project Director(s) in accident investigations, analysis and preparation of accident reports and summaries.~~
- ~~5.i.v.d — Ensure that pertinent safety reports are submitted as required.~~
- ~~5.i.v.e — Prepare descriptions of identified unsafe conditions and the steps taken to correct these conditions.~~
- ~~5.i.v.f — Maintain a list of safety equipment purchased.~~
- ~~5.i.v.g — Prepare a copy of inspection reports on equipment.~~
- ~~5.i.v.h — Prepare a copy of Field Safety Inspection check lists.~~
- ~~5.i.v.i — Ensure that corrective action has been taken whenever deficiencies are identified.~~
- ~~5.i.v.j — Assist with safety seminars or training.~~
- ~~5.i.v.k — Maintain current knowledge of safety literature, regulations and codes of practice.~~
- ~~5.i.v.l — Establish schedules of inspection.~~
- ~~5.i.v.m — Review the accident reports to keep informed about the project and municipal safety performance.~~
- ~~5.i.v.n — On projects where a safety administrator has not been assigned, the duties described above become part of the Director's duties.~~

#### 5.i.vi.5.i.v. First Aid Personnel

- 5.i.vi.a For all jobs, ~~the Director will appoint adequate persons~~ first aid personnel will be identified to provide such first aid services as may be required given the nature of the jobsite and government regulations. The person(s) appointed to this position shall possess an appropriate ~~Certificate in~~ First Aid Certificate in accordance with ~~the relevant~~ Occupational Health and Safety regulations and must be available at all times to administer first aid.
- 5.i.vi.b Administer first aid as required.
- 5.i.vi.c Maintain a first aid log
- 5.i.vi.d Requisition all first aid supplies and equipment.



- 5.i.vi.e ~~Maintain relations with physicians, WCB, ambulance services and hospitals.~~
- 5.i.vi.f ~~Coordinate the transportation of injured employees to a physician's office or hospital.~~
- 5.i.vi.g Assist Health and Safety Coordinator when necessary.
- 5.i.vi.h Provide health education materials or instruction to all on-site employees as required.

## 6. ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE(S) OF PERSON RESPONSIBLE
<b>HANDLING INQUIRIES</b>	Health and Safety Coordinator
<b>MONITORING REVIEWS AND REVISIONS</b>	Health and Safety Coordinator
<b>IMPLEMENTING POLICY</b>	Council
<b>COMMUNICATING POLICY</b>	Chief Administrative Officer
<b>INTERNAL STAKEHOLDERS</b>	Staff
<b>EXTERNAL STAKEHOLDERS</b>	External partners

## 7. POLICY EVALUATION

7.a. To be reviewed every three (3) years.

7.a.7.b. Needs assessment if required

7.b.7.c. Process evaluation to measure whether the policy is meeting its intended objective; and

7.c.7.d. Outcome evaluation to determine whether the policy has met its objectives and whether additional opportunities for improvement in the policy can be identified.