



THE CORPORATION OF THE TOWNSHIP OF O'CONNOR

HEALTH AND SAFETY POLICY

1. PURPOSE

The purpose of this policy is to:

- 1.1 Provide a safe and healthy working environment to reduce or eliminate bodily harm, accident, occupational and psychological illness.
- 1.2 Establish the Health and Safety Procedures and details of the responsibilities of Council, Supervisors and Workers to conform to current standards of, but not limited to, The Occupational Health and Safety Act (OHSA), Workplace Safety and Insurance Act, Municipal Act and Criminal Code of Canada.
- 1.3 Plan a healthy and safe working environment through design, purchase, fabrication, construction, operation, delivery and maintenance. The Township recognizes that accident and disease prevention and good mental health is an operational responsibility and key to organizational success and sustainability.

2. POLICY STATEMENT

The Township of O'Connor is committed to the physical and psychological health and safety of its workers under the Township's direction. We are committed to maintaining a workplace that actively works to prevent bodily harm, occupational disease and harm to worker health and psychological well-being. The Township of O'Connor will make every reasonable precaution to provide a safe and healthy work environment. Through effective administration, supervision, training and education, all supervisors and workers are deserving of equal protection and must be dedicated to the continuing objective of reducing risk of bodily harm, occupational disease and psychological disturbances.

3. DEFINITIONS:

“COMPETENT PERSON” means a person who:

- is qualified because of knowledge, training and experience to organize the work and its performance,
- is familiar with the OHSA and the regulations that apply to the work, and
- has knowledge of any potential or actual danger to health or safety in the workplace.

“HEALTH AND SAFETY REPRESENTATIVE” means a health and safety representative selected under the OHSA.



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“OCCUPATIONAL ILLNESS” means a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired thereby and includes an occupational disease for which a worker is entitled to benefits under the Workplace Safety and Insurance Act, 1997.

“SUPERVISOR” means a person who has charge of a workplace or authority over a worker.

“WORKER” means any of the following:

- A person who performs work or supplies services for monetary compensation.
- A secondary student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
- 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 or other post-secondary institution.
- A person who receives training from an employer, but who, under the Employment Standards Act, 2000, is not an employee for the purposes of that Act because the conditions set out in that Act have been met.
- Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.

“WORKPLACE” means any land, premises, location or thing at, upon, in or near which a worker works.

4. SCOPE

This policy applies to all persons who perform work or supply services for monetary compensation for the Township of O'Connor, including regular full-time, part-time, casual, and contract workers (collectively called “workers”). This policy also applies to volunteers.

- 4.1 It is the policy of the Township of O'Connor to provide a safe and healthy workplace to eliminate or reduce injuries, accidents occupational and psychological illnesses.
- 4.2 Health and Safety concerns will always take precedence over expedience.
- 4.3 Safety starts with planning and continues through design, purchasing, fabrication, construction, operation, delivery and maintenance. Accident prevention is an operational responsibility and it demands executive direction and control.



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- 4.4 All of Council and workers must assume responsibility for accident prevention and health. They have a responsibility to themselves, to their families, to fellow workers, and to the Township to perform their duties following all safety procedures.

5. GUIDELINES

In order to prevent injury or illness associated with the work environment, the Township of O'Connor will:

- 5.1 Comply with all current Health, Safety and Environment Protection legislation, as well as any related Health Codes and Regulations.
- 5.2 Assume responsibility for currently accepted health and safety standards and practices.
- 5.3 Demonstrate by attitude and example that health and safety is an integral part of every function of the Township.

6. RESPONSIBILITIES

All of Council, Supervisors and Workers will recognize that all workers have the right to work in a safe and healthy environment and all will be responsible for the implementation and maintenance of the Health and Safety Policy and Procedures.

The OHSA includes three basic rights for employees:

1. The Right to Know – includes the right to be trained, supervised and informed about potential hazards. The employer has a responsibility to communicate with workers.
2. The Right to Participate – workers have the right to identify workplace health and safety hazards and recommend solutions.
3. The Right to Refuse – individual workers have the right to refuse “work that they believe is dangerous” (section 43.3 of the OHSA) to their health and safety or that of another worker.

All of Council, Supervisors and Workers will be held accountable for Health and Safety performance.

6.1 WORKERS ARE RESPONSIBLE TO:

- Comply with Township Health and Safety policies and procedures;
- Report any near miss incident, occupational injury or mental health concern or illness immediately;



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- Report immediately any potentially hazardous practices and conditions to which he/she has knowledge to;
- Report any absence of or defect in any equipment or protective device of which he/she is aware of;
- Co-operate with the health and safety representative and participate in health and safety meetings;
- Use and/or wear personal protective equipment, devices or clothing provided by the Township.

6.2 SUPERVISORS ARE RESPONSIBLE TO:

- Promote health and safety awareness in workers;
- Provide information, instruction and supervision to all workers ensuring that they are properly trained in health and safety procedures;
- Ensure that workers work in accordance to the Township Health and Safety policy and procedures;
- Ensure that safe and healthy work conditions are maintained;
- Advise workers of the existence of any potential or actual danger to the health and safety of the worker of which the supervisor is aware of;
- Immediately correct any potentially hazardous practices and conditions that he/she has knowledge of;
- Investigate, report and properly document, as soon as possible, all accidents or incidents that he/she has knowledge of;
- Acquaint the workers with any hazards in the workplace and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent;
- Evaluate the health and safety performance of all staff;
- Motivate and support staff in their health and safety activities;
- Ensure that all workers are provided with personal protective equipment, protective devices or clothing the worker requires to be used or worn;
- Post, in the workplace, a copy of the OHS Act with Regulations for Ontario and any other explanatory material prepared by the Ministry, both in English and any other language required outlining the rights, responsibilities and duties of workers;
- Post, in a conspicuous location in the workplace, an up to date copy of the Township's Health and Safety Policy and Procedures manual;
- Take every precaution reasonable in the circumstance for the protection of the worker.



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6.3 COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF O'CONNOR ARE RESPONSIBLE TO:

- Provide health and safety training for departmental supervisors;
- Promote a safe and healthy workplace;
- Ensure that the necessary equipment, materials and protective devices as prescribed are provided and maintained;
- Ensure that all buildings and structures, or any part thereof whether temporary or permanent, are capable to support any loads that may be applied to it;
- Ensure that buildings and structures are in accordance with good engineering practice;
- Review Health and Safety Policy and Procedures at least annually;
- When appointing a supervisor, appoint a competent person;
- Provide workers with current health and safety information and training and offer support and co-operation to a committee and a health and safety representative in the carrying out of any of their functions;
- Evaluate the health and safety performance of all supervisors;
- Establish clear objectives to reduce occupational injury, illness or disease;
- Take every precaution reasonable in the circumstances for the protection of the workers.

7. PROGRAMS/PROCEDURES

The Township's Health and Safety Policy shall be maintained and evaluated by the following current programs or procedures, but shall not be limited to:

7.1 Occupational Health and Safety Act with Regulations for Ontario.

7.2 PROCEDURES:

- Health and Safety Meetings
- Health and Safety Inspections
- Health and Safety Reports

7.3 REQUIREMENTS:

- Personal Protective Equipment
- Protective Devices
- Protection Clothing

7.4 REVIEW:

This policy shall be reviewed by Council, at least annually, or as required to ascertain if any amendments are necessary.



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8. DOCUMENTS AND RESOURCES TO SUPPORT THIS POLICY:

- 2.10 – HIRING POLICY
- 3.10 – WORKPLACE HARASSMENT/VIOLENCE POLICY
- 3.11 – SUBSTANCE ABUSE POLICY
- 3.12 – EMPLOYEE AND FAMILY ASSISTANCE PROGRAM
- 3.14 – ANTI-STIGMA POLICY
- 3.15 – MEDICAL CANNABIS POLICY
- 4.16 – ACCESSIBLE EMPLOYMENT POLICY
- PUBLIC WORKS DEPARTMENT POLICY
- OCCUPATIONAL HEALTH AND SAFETY ACT WITH REGULATIONS FOR ONTARIO
- WORKPLACE SAFETY AND INSURANCE ACT
- MUNICIPAL ACT
- CRIMINAL CODE OF CANADA

EFFECTIVE DATE:

This policy shall come into effect as of January 27, 2020.

Reference: Resolution #9, January 27, 2020.