

CORPORATE POLICY AND PROCEDURE



POLICY	Health and Safety Accountability
CATEGORY	Health and Safety
AUTHORITY	All Departments
RELATED POLICIES	Corporate Occupational Health and Safety Policy Statement; Corporate Health and Safety Manual, Department SOPs
APPROVED BY	JHSC, Executive Directors
EFFECTIVE DATE	2007/01/10
REVISION DATE	2014

POLICY STATEMENT

Guided by our corporate values, the City of Guelph recognizes and accepts its overall responsibility for the occupational health and safety of its workers. It is committed to providing a safe and healthy work environment to minimize the risk of occupational injury and illness in the workplace. All workers will strive to eliminate any foreseeable hazards which may result in fire, injuries, illnesses, or loss and damage to property. Management, in cooperation with the Joint Health and Safety Committee, is responsible for designing, implementing, monitoring and maintaining health and safety programs which support this policy. Accountability for safety and due diligence shall be integrated into the operation of the City of Guelph by all workers.

SCOPE

This policy applies to all City of Guelph full-time, part-time, casual and temporary workers. Volunteers, co-op placements, visitors, contractors and councilors are provided the same protection by this policy, while performing authorized activities for the City of Guelph

PURPOSE

To outline the duties and responsibilities of all workers to minimize their risk of occupational injury or illness in the workplace.

PROCEDURE

1) ROLES AND RESPONSIBILITIES

a. Executive Directors

Take all reasonable care to ensure that the City of Guelph complies with:

- Occupational Health and Safety Act (OHSA) and relevant regulations;
- All orders and requirements of inspectors and Ministry of Labour Directors, and
- Orders of the Minister of Labour

Demonstrate due diligence, i.e., policy development, resource allocation, health and safety program development, regular audits of management systems (e.g., inspection program, accident investigation process, hazard analysis, etc.), hiring competent workers, and holding executive directors, general managers, managers, supervisor, and lead hands accountable for being proactive in health and safety.

b. General Managers/Managers/Supervisors

- Generally responsible for implementing the duties of the employer.
- Exercise appropriate due diligence by the following strategies:
 - a. Communicate safety requirements to workers, contractors, students and visitors
 - b. Conduct job hazard analysis with worker input
 - c. Develop standard operating procedures and practices for safe work
 - d. Provide safety training and advise of required Personal Protective Equipment
 - e. Encourage safety dialogue and supporting Joint Health and Safety Committee activity
 - f. Conduct workplace inspections and correct physical and procedural deficiencies
 - g. Match work with applicable OHS regulations, codes of safe practice, City of Guelph policies, and department procedures
 - h. Provide job-specific training, observations, coaching, and discipline if necessary
 - i. Refer unresolved health and safety issues to Executive Directors
 - j. Resolve Ministry of Labour orders and/or Joint Health & Safety Committee concerns in a timely and satisfactory manner

c. Lead Hands

- Exercise appropriate due diligence which can include but not limited to:
 - a. Communicate safety requirements to workers, contractors, students, and visitors
 - b. Encourage safety dialogue and supporting Joint Health and Safety Committee activity
 - c. Conduct workplace inspections and correct physical and procedural deficiencies
 - d. Match work with applicable OHS regulations, codes of safe practice, City of Guelph policies, and department procedures
 - e. Provide job-specific training, observations, and coaching as needed
 - f. Refer unresolved health and safety issues to General Manager/ Manager/Supervisor.

d. Workers

- Work in compliance with the provisions of the OHS and relevant regulations, and other City of Guelph policies and procedures
- Use or wear the equipment, protective devices or clothing required for their job, as prescribed

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- Report to their supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger themselves or another worker
 - Report to the supervisor any contravention of the OHSA or the regulations or the existence of any hazard of which he or she knows

2) CORPORATE PROCEDURE

- The Executive Director, General Manager, Manager, Supervisor or Lead Hand within each department shall prepare and implement workplace-specific programs, practices and procedures in order to comply with the OHSA, regulations and corporate health and safety procedures, as required.
- All workers shall follow the OHSA, regulations, and corporate health and safety procedures and demonstrate due diligence.
- All workers shall participate in training that is deemed necessary to perform their job safely and ensures they are competent.

3) TRAINING

a. General Managers, Managers, Supervisor or Lead Hand

- Training on this policy/procedure must be provided as soon as practicable after he or she is assigned to this role.
- A newly appointed Supervisor shall take the next scheduled corporate safety course for supervisors.
- A refresher course shall be taken every 3 years thereafter, or if changes occur in legislation
- On an annual basis, training requirements will be reviewed by the Joint Health and Safety Committee and General Managers, Managers, or Supervisors to determine what additional training requirements are needed for workers to ensure they continue to perform their job competently
- Annually review all health and safety policies with employees as well as applicable policies in your area of responsibility.

b. Workers

- Roles and responsibilities outlined in this policy/procedure must be reviewed during their orientation and annually thereafter.
- Annual review of all health and safety policies as well as applicable policies for your work area.

DEFINITIONS

Due diligence

the obligation to take every precaution reasonable in the circumstances to protect the health and safety of workers. It is the level of judgment, care, prudence, determination and activity that a person would be reasonably expected to exercise under particular circumstances.

Under the Occupational Health and Safety Act: S.1(1)

Competent person

a person who:

- a. Is qualified because of knowledge, training and experience to organize the work and its performance
- b. Is familiar with this 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

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

Industrial establishment

an office building, factory, arena, shop or office, and any land, buildings and structures appertaining thereto

Prescribed

prescribed by a regulation made under this act

Regulations

the regulations made under this act (OHSA)

Supervisor

a person who has charge of a workplace or authority over a worker

Worker

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

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

REFERENCE DOCUMENTS

Occupational Health and Safety Act, Part III – Duties of Employers and Other Persons.