



# POLICY

TITLE: Health and Safety Policy  
NUMBER: HUM-003  
CATEGORY: Human Resources  
DATE: August 19, 2019,  
REFERENCES: The Occupational Health and Safety Act, the Workplace Safety and Insurance Board of Ontario  
By-Law 2019-63

---

---

## 1.0 Policy Statement

The Corporation of the Municipality of Centre Hastings is committed to the Health and Safety of every individual and will take every reasonable precaution and means to protect its employees from work related injury and illness.

It is therefore the policy of the Municipality to provide and maintain a safe and healthy work environment in compliance with the Occupational Health and Safety Act and all pertinent regulations.

Accidental loss and injuries can be controlled through good management in combination with active employee involvement; loss/injury prevention is the direct responsibility of all management personnel and workers alike. The prevention of accidents is an objective affecting all levels of the organization and its activities. The Municipality will provide leadership and support for the Health and Safety Program along with necessary resources to ensure its effectiveness in providing safe equipment, appropriate clothing, safe work practices and a safe work environment.

At all workplaces it is the responsibility of management to fulfill the commitments set forth in this policy by ensuring employees/workers are given the necessary instruction, information and supervision to enable them to perform their work safely. It is also the responsibility of management to support the Health and Safety program, which will include the participation in the development and implementation of safe work practices and procedures/policies as well as the promotion of these procedures/policies. All workers must protect their own safety and must personally conduct themselves in a manner, which will promote safe work practices and procedures by ensuring the use of proper safety equipment when required, reporting of hazards and participation and support of the Health and Safety program.

We believe that regardless of the type of job or service being performed, the health and safety of the employee/worker must always be of utmost importance.

\_\_\_\_\_  
Tom Deline, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Eric Sandford, Deputy Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mike Kerby, Councillor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jim Bonter, Councillor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kevin McLaughlin, Councillor

\_\_\_\_\_  
Date

## **1.0 Health and Safety Plan**

The Health and Safety Plan is the overall activity of addressing workplace health and safety through an organized step-by-step strategy. The purpose of the Plan is to assist management with implementing and refining policies. By prioritizing plan actions according to urgency and establishing a time line for completion, all health and safety concerns will be addressed.

The Plan will be reviewed and updated annually, with input from management, supervisors and workers, with a health and safety representative.

## **2.0 The Internal Responsibility System**

One of the primary purposes of the *Occupational Health and Safety Act* (OHSA) is to facilitate a strong internal responsibility system (IRS) in the workplace. To this end, the OHSA lays out the duties of employers, supervisors, workers, constructors and workplace owners.

**Workplace parties' compliance with their respective statutory duties is essential to the establishment of a strong IRS in the workplace.**

Simply put, the IRS means that everyone in the workplace has a role to play in keeping workplaces safe and healthy. Workers in the workplace who see a health and safety problem such as a hazard or contravention of the OHSA in the workplace have a statutory duty to report the situation to the employer or a supervisor. Employers and supervisors are, in turn, required to address those situations and acquaint workers with any hazard in the work that they do.

The IRS helps support a safe and healthy workplace. In addition to the workplace parties' compliance with their legal duties, the IRS is further supported by well-defined health and safety policies and programs, including the design, control, monitoring and supervision of the work being performed.

## **3.0 Roles and Responsibilities**

### **Employer**

The employer, typically represented by senior management, has the greatest responsibilities with respect to health and safety in the workplace and is responsible for taking every precaution reasonable in the circumstances for the protection of a worker. The employer is responsible for ensuring that the IRS is established, promoted, and that it functions successfully. A strong IRS is an important element of a strong health and safety culture in a workplace. A strong health and safety culture shows respect for the people in the workplace.

### **Supervisors**

Supervisors are responsible for making workers fully aware of the hazards that may be encountered on the job or in the workplace; ensuring that they work safely, responding to any of the hazards brought to their attention, including taking every precaution reasonable in the circumstances for the protection of a worker.

### **Workers**

Worker responsibilities include: reporting hazards in the workplace; working safely and following safe work practices; using the required personal protective equipment for the job at hand; participating in health and safety programs established for the workplace.

## **Health and Safety Representatives**

The health and safety representatives contribute to workplace health and safety because of their involvement with health and safety issues, and by assessing the effectiveness of the IRS.

## **Selection of Representatives**

The selection of a health and safety representative shall be made by those workers who do not exercise managerial functions and who will be represented by the health and safety representative in the workplace, or the part or parts thereof, as the case may be, or, where there is a trade union or trade unions representing such workers, by the trade union or trade unions. R.S.O. 1990, c. O.1, s. 8 (5).

Unless otherwise prescribed, an employer shall ensure that a health and safety representative selected receives training to enable him or her to effectively exercise the powers and perform the duties of a health and safety representative. 2011, c. 11, s. 6.

## **Inspections**

Unless otherwise required by the regulations or by an order by an inspector, a health and safety representative shall inspect the physical condition of the workplace at least once a month. R.S.O. 1990, c. O.1, s. 8 (6).

If it is not practical to inspect the workplace at least once a month, the health and safety representative shall inspect the physical condition of the workplace at least once a year, inspecting at least a part of the workplace in each month. R.S.O. 1990, c. O.1, s. 8 (7)

## **External Parties**

Parties and organizations external to the workplace also contribute to workplace health and safety. These include the Ministry of Labour (MOL), the Workplace Safety and Insurance Board (WSIB), and the health and safety system partners. The MOL's primary role is to set, communicate, and enforce workplace occupational health and safety standards while encouraging greater workplace self-reliance.

As of April 2012, in addition to the enforcement responsibilities noted above, the ministry is also responsible for developing, coordinating and implementing strategies to prevent workplace injuries and illnesses and set standards for health and safety training. Some of the ways that it carries out its prevention mandate include establishing a provincial occupational health and safety strategy, promoting the alignment of prevention activities across all workplace health and safety system partners and working with Ontario's health and safety associations (HSAs) to ensure effective delivery of prevention programs and services.

## **The Three Rights of Workers**

The OHSA gives workers three important rights:

1. The right to know about hazards in their work and get information, supervision and instruction to protect their health and safety on the job.
2. The right to participate in identifying and solving workplace health and safety problems either through a health and safety representative or a worker member of a joint health and safety committee.
3. The right to refuse work that they believe is dangerous to their health and safety or that of any other worker in the workplace.

The *Occupational Health and Safety Act* (OHSA) prohibits employers from penalizing workers in reprisal for obeying the law or exercising their rights.