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<b>TITLE:</b>	<b>Health and Safety Policy</b>
<b>POLICY NO:</b>	<b>POL-ADMIN-03-2023</b>
<b>APPROVAL DATE:</b>	<b>July 17, 2023</b>
<b>EFFECTIVE DATE:</b>	<b>July 17, 2023</b>
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## **PURPOSE**

The Township of West Lincoln will establish best practices to communicate the health and safety responsibilities of all workplace parties, contractors and visitors. All Township operations will strive to be a model of high quality health and safety practices.

## **POLICY STATEMENT**

The Township of West Lincoln is committed to conduct all site operations safely in the spirit of preventing occupational illnesses and injuries, including psychological harm. To fulfill this commitment, the Township will meet or exceed all applicable laws, regulations and standards by developing health and safety procedures that are easily accessible and understood.

## **SCOPE**

This policy applies to every department, supervisor, and worker of the Township of West Lincoln.

## **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 Act and the regulations that apply to the work; and
- Has knowledge of any potential or actual danger to health or safety in the workplace.

**Due Diligence:** taking all steps that are reasonable in the circumstance to avoid harm.

**Employee:** a person employed by the Township who provides work and services for remuneration, including full time, part time or contract Employees, as well as Volunteers.

**Employer:** means 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; or
- A contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services.

**Harm:** an injury or damage to health.

**Hazard:** a potential source of harm to a worker; includes both physical and psychological.

**Health:** a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity.

**Internal Responsibility System (IRS):** a system within an organization, where everyone in the workplace shares responsibility for health and safety. These responsibilities are defined in the OHSA (and Section 3.1) and are integral part of every worker's role.

**OHSA:** The Occupational Health and Safety Act

**Organizational Culture:** a pattern of basic assumptions invented, discovered or developed by a given group, that are a mix of values, meaning and expectations that group members hold in common and use as behavioural and problem solving cues.

**Psychological Health:** a positive state of well-being in which an individual realizes their own abilities, can cope with the normal stresses of life, can work productively and is able to make contributions to their community (interchangeable with psychological well-being, mental health, mental well-being).

**Psychological Safety:** the absence of harm and/or threat of harm to a worker's psychological health.

**Psychologically Healthy and Safe Workplaces:** workplaces that promote worker psychological well-being and actively work to prevent harm to a worker's psychological health, including negligent, reckless or intentional ways.

**Psychosocial Risk Factors:** hazards, including elements of the work environment, management practices, and/or organizational dimensions that increase the risk to health. Include, but are not limited to the following:

- Psychological support
- Organizational culture
- Clear leadership and expectations
- Civility and respect
- Psychological job demands
- Growth and development
- Recognition and reward

- Involvement and influence
- Workload management
- Engagement
- Work/life balance
- Psychological protection from violence, bullying and harassment
- Protection of physical safety

**Regulations:** means the regulations made under the OHSA.

**Supervisor:** means a person who has charge of workplace or authority over a worker.

**Workplace:** means any land, premise, location or thing at, upon, in or near which a worker works.

### **Roles and Responsibilities**

The following is consistent with the duties and responsibilities prescribed under the OHSA and the National Standard of Canada Psychological Health and Safety in the Workplace, and are intended to foster the principles of the Internal Responsibility System (IRS) and the Township of West Lincoln's Respect in the Workplace (Harassment and Discrimination), and Violence in the Workplace Policy.

#### **Chief Administrative Officer (CAO) shall:**

- Ensure the implementation of the Township of West Lincoln's Health and Safety policy and the integrity of the entire system of direct responsibility for health and safety within the organization, consistent with the IRS;
- Hold all levels of the organization responsible and accountable for their health and safety performance;
- Lead and influence the organizational culture in a positive way;
- Promote good physical and psychological health and well-being.

**Supervisors – ALL levels (including Directors and Managers)** Supervisors who have charge over an area or activity or any degree of authority over a worker, shall be responsible to the manager or director for ensuring:

- The competency and performance of the IRS within their operating area is achieved and maintained;
- Occupational health and safety policies, programs and procedures are implemented and maintained, including workplace inspections, monitoring, incident reporting and investigations;
- Any observed hazards or lapses in the functioning of the occupational health and safety processes or other occupational health and safety concerns are responded to promptly;
- All workers under their supervision are informed of hazards and instructed on the necessary risk control and emergency response measures;
- Leadership and influence of a positive occupational health and safety culture;
- Promotion of good physical and psychological health and well-being.

**All Workers** shall comply with the Occupational Health and Safety policies, programs and practices developed by the Township for performing work in a healthy and safe manner, which includes:

- Taking an active role in protecting and promoting health and safety at work;
- Ensuring timely reporting of any observed health and safety hazards, injuries, illnesses or lapses in the functioning of any health and safety measure or procedure;
- Co-operating with the Joint Health and Safety Committees, and Health and Safety Representatives;
- Taking reasonable care of their own physical and psychological health and well-being.

**Joint Health and Safety Committees and Health and Safety Representatives shall:**

- Foster an atmosphere of communication and co-operation between the employer and the workers;
- Identify situations that may be a source of danger or hazard and make recommendations for the improvement of worker health and safety;
- Recommend the establishment, maintenance and monitoring of health and safety programs;
- Obtain information from the employer on actual or potential hazards, and occupational health and safety testing;
- Inspect the workplace on a monthly basis, ensuring the entire workplace is inspected at least annually;
- Designate members to investigate work refusals and critical or fatal injuries.

**Joint Health and Safety Committees shall:**

- Meet at least every three months and keep minutes of these meetings and make the minutes available to all workers and the Ministry of Labour;
- Have at least two certified members; one representing management and one representing workers. If the requirement is not being met, a written plan must be in place to comply within a reasonable time;
- Establish a written Terms of Reference and review it annually;
- Complete the Township's Annual Joint Health and Safety Committee Functions Checklist at the beginning of each year and make every attempt to comply with all items

**Visitors and General Public shall not be allowed to enter a work area that:**

- Requires the use of personal protective equipment or where the operation or use of any equipment, materials or things that may endanger their health and safety or that of another person; and/or
- Is identified as Staff Only.
- Only enter a work area as described above, where a "competent" person can accompany the person at all times and is responsible for ensuring the person is

aware and complies with the relevant workplace health and safety rules, including the use of personal protective equipment.

**Contractors shall:**

- Comply with the OHSA;

**Related Policies**

- Respect in the Workplace (Harassment and Discrimination)
- Workplace Violence
- Work Refusal/Work Stoppage