

## **OCCUPATIONAL HEALTH AND SAFETY POLICY**

Health, Safety and Wellness Policy No: HS&W 03-2014

Approved by Council: September 10, 2014, Resolution: 2014.15.17

Supersedes: Bylaw: 2000-32, Schedule A

### **POLICY STATEMENT**

The Municipality of Dutton Dunwich is dedicated to operating at a standard which will establish our Municipality as a leader in promoting and protecting the health and safety of all employees.

Through active leadership and support the Municipality of Dutton Dunwich's goal is to promote attitudes amongst our employees that will ultimately lead to the reduction and elimination of workplace hazards.

### **PURPOSE**

It is the intention of the Municipality of Dutton Dunwich:

- To comply to the fullest extent possible, with the spirit and intent of the Occupational Health and Safety Act and all related legislation.
- To prevent risk of injury and illness arising from the workplace environment.
- To establish and maintain a Health & Safety program in co-operation with the Occupational Health & Safety Committee.
- To encourage the co-operation of all employees, in complying with the Health & Safety Policy and Program.

### **SCOPE**

This policy applies to all work places under the authority of the Municipality of Dutton Dunwich.

### **ROLES AND RESPONSIBILITIES**

The responsibility for the Municipality of Dutton Dunwich's Health and Safety Policy is delegated to all personnel.

#### **Council:**

- Continuing support of the Occupational Health & Safety Policy and Program and for the provision of consistent application of Health and Safety throughout the Municipality of Dutton Dunwich.
- Establishing and maintaining an internal system for program management, allocating funds, time and human resources as necessary for Health & Safety.

#### **CAO/Managers**

- Administration and communication of the Occupational Health and Safety Policy and Program within their departments.

- Encouraging attitudes and work practices that reflect the intent of the policy by ensuring employees receive regular and applicable safety training, according to their needs.
- Including Health & Safety responsibilities in performance criteria, as appropriate for management and supervisory staff.
- Assuming ownership responsibility and maintenance as required by legislation, for property and buildings owned by the Municipality of Dutton Dunwich.
- Ensuring that all contractors and sub-contractors and Municipally-owned facility lessees and their employees meet or exceed the expectations of the Municipality of Dutton Dunwich's Health & Safety Program.
- Appointing Management representatives for the Health & Safety Committee. Consulting with the Health & Safety Committee and ensuring a 21 day response to recommendations.
- Ensuring the highest level of health and safety standards that exceed requirements of the Occupational Health & Safety Act and related legislation, within their department.

#### Supervisors

- Familiarizing themselves and communicate to their staff, the Health & Safety Policy, the Safety Program and the requirements of the legislation, as it applies to the workplace.
- Liaising with all staff and being of assistance to the Health & Safety Committee, in an effort to reduce and eliminate physical hazards and influence safe work attitudes among employees.
- Instructing, informing and supervising employees to protect their Health & Safety.
- Investigating and responding to any health and safety related concerns which may be brought to their attention and initiating corrective measures, as may be appropriate.

#### Employees

- Uphold the requirements of the Policy, the Program and the legislation in order to assist the Municipality of Dutton Dunwich in providing a healthy and safe work environment. Communicating any violations to their immediate Supervisor.
- Assuming responsibility for their own actions to prevent injury to themselves and other employees.
- Immediately reporting workplace and near miss accidents, no matter how minor.

#### Health & Safety Committee

- Identifying workplace hazards, through inspections, and recommending remedial action to Managers.
- Conducting or assisting in investigations, as specified by the legislation.

- Making recommendations to Managers to enhance the effectiveness of the Health & Safety Program.
- Promoting a high standard of safety values among all workplace parties.
- Members are entrusted with confidentiality of information concerning employees and the workplace.

## **OCCUPATIONAL HEALTH AND SAFETY POLICY – Critical Injury or Death Procedure Guideline**

### **PROCEDURE**

Where a person is critically injured or killed from any cause at a Municipal Workplace, the Municipality will ensure prompt medical attention, a thorough investigation to determine causes, and the implementation of appropriate corrective measures.

### **PURPOSE**

To ensure an injured worker or person is immediately provided the necessary medical care.

To ensure notification of family in a timely and discreet manner.

To ensure compliance with the Occupational Health and Safety Act, Section 25.

### **CRITICAL INJURY DEFINED**

A critical injury of a serious nature that:

- Places life in jeopardy;
- Produces unconsciousness;
- Results in substantial loss of blood;
- Involves the fracture of a leg or arm but not a finger or toe;
- Involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- Consists of burns to a major portion of the body;
- Causes the loss of sight in an eye;

### **MEDICAL ASSISTANCE**

The priorities are to:

- Prevent further injury to the individual;
- To promptly administer first aid; and
- To call appropriate emergency services i.e., fire department rescue, ambulance etc.

### **PROCEDURE TO BE FOLLOWED**

In the event of a death or critical injury, or if the injury has the potential to be a critical injury.

### Notification

If a person (Municipal employee, visitor etc.,) is killed or critically injured from any cause at a Municipal workplace, or while working for the Municipality, the employee's supervisor or closest Manager will immediately notify by telephone, fax or other direct means:

- Ministry of Labour Office 519-439-2210 or 1-800-265-1676
- CAO/Clerk
- Designated Worker Representative from the Health and Safety Committee

### Preservation of Accident Scene

Do not delay the start of the investigation. The Ministry of Labour investigation is not a substitute for the supervisor's accident investigation.

The most senior supervisor in attendance at the death or critical injury scene will be responsible to ensure that, no person shall interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission to do so has been given by an inspector.

This requirement must be adhered to, except for the purpose of:

- Saving life or relieving human suffering;
- Maintaining an essential public utility service or a public transportation system; or
- Preventing unnecessary damage to equipment or other property.

### Right to Investigate

A designated worker representative from the Health and Safety Committee has the right to inspect the place where the accident occurred and any machine, device or thing involved, to conduct an accident investigation.

### Notification of Family:

Where an employee is killed or crucially injured at work the appropriate management representative as follows:

- CAO/Clerk
- Manager
- Fire Chief

or their designate will be responsible for notifying the family. The management representative should consider the involvement of one or more of the following: co-worker, Police Officer, clergyperson, or employee's supervisor.

### Legal Representative

Any management representative may notify the Municipality's Legal firm before, during or after the investigation if it appears charges may be laid as a result of the injury or death.

The CAO/Clerk must be notified immediately if the critical injury or death occurred to a member of the public.

#### **STATEMENT TO POLICE:**

Employees of the Municipality are to co-operate fully with any Police investigation when questioned.

#### **STATEMENTS TO MEDIA**

Only an individual listed under Notification of Family, subsection a) to c), or their designate are authorized to make statements to the media.

The first management personnel at the scene are to instruct all employees that questions from the media must be referred to their supervisor.

The supervisor is responsible for directing members of the media to the appropriate spokesperson for the Municipality.

#### **WRITTEN REPORT OF OCCURRENCE**

The Manager is responsible for contacting the Ministry of Labour immediately after the occurrence by telephone at: 519-439-2210, OR 1-800 265-1676.

The employee's Manager is responsible for ensuring the completion and delivery of a written report to the appropriate Director at the Ministry of Labour, Head Office, London at:

217 York Street, 5th Floor, London ON N6A 5P9 Fax: 519-672-0268

within 48 hours of the critical injury or death.

A Health and Safety Officer from the Ministry of Labour is available to assist in the completion of the report.

The written report must contain the following information:

- Name and address of the employer and contractor (if appropriate);
- The nature and the circumstances of the occurrence and the bodily injury sustained;
- A description of the machinery or equipment involved;
- The time and place of the occurrence;
- The name and address of the person who was killed or critically injured;
- The name and addresses of all witnesses to the occurrence; and
- The name and address of the physician or surgeon, if any, by whom the person was or is being attended for the injury.

A copy of the written report must be received by the appropriate Manager.

The Manager/Supervisor of the employee who was killed or critically injured must also complete an Employer's Report of Injury/Disease Form 7 (WSIB).

## **RECORD OF POLICY REVIEW**

(Occupational Health and Safety Act: Section 25.(2))

December 8, 2015 – No Changes