

POLICY & PROCEDURE MANUAL

SECTION	ADMINISTRATION	POLICY NUMBER	2-5-1
SUB-SECTION	EMPLOYEE HEALTH AND SAFETY	EFFECTIVE DATE	Sept. 11, 1991
SUBJECT	Health and Safety		
AUTHORITY	G.G.S. Sept. 11, 1991; County Council Sept. 23, 1991		

PURPOSE:

To maintain comprehensive safety programs at all of its work locations and to provide the employees and volunteers working for the County of Dufferin with a safe and healthy work environment.

STATEMENT:

The Corporation of the County of Dufferin will take all reasonable and practical steps to eliminate workplace conditions which might cause injuries or adverse health effects.

An occupational health and safety program shall be established in compliance with the Canadian Labour Code, the Ontario Occupational Health and Safety Act, WHMIS and all other employee health and safety related legislation:

- to eliminate occupational injuries and illnesses,
- to identify potential hazardous conditions in the workplace and recommend action to the County of Dufferin,
- to monitor action taken by the County of Dufferin on recommendations made regarding hazardous workplace conditions,
- to monitor and report on all accidents or near accidents, make recommendations and monitor
- action taken on recommendations, and to maintain a record of time lost due to

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injuries.

RESPONSIBILITIES

Management

- to administer the occupational health and safety program,
- to provide safe workplaces,
- to ensure safe working practises & procedures, and
- to ensure that all employees receive the necessary knowledge, instruction and supervision
- to enable them to perform their work safely.

Employees and Volunteers

- to preserve their health and safety in accordance with the Occupational Health and Safety Act,
- to identify to management potential safety hazards, and
- to follow procedures and instructions of supervisory staff intended to maintain a safe working environment.

JOINT HEALTH AND SAFETY COMMITTEES

As provided for under the Occupational Health and Safety Act there will be two Joint Health and Safety Committees. Both committees will operate under this policy. The committees are:

- a committee for the County Court House in Orangeville and the Roads Department Yard in Primrose.
- a committee at Dufferin Oaks Home for Senior Citizens in Shelburne.

Responsibilities of the Joint Health and Safety Committees

- conduct inspections of all workplaces to identify potential hazards or dangers to the workers
- document and make recommendations for corrective action on hazards identified.
- make recommendations for programs and procedures that improve the safety of employees.
- assist in developing communications to promote good attitudes and safety awareness of all employees and volunteers.

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- investigate and document all accidents, injuries and near accidents, prepare recommendations
- to reduce the chance of the situation re-occurring and follow-up on the recommendations to ensure that the proper action was taken.
- identify necessary safety related training of employees, at all levels.

SPECIFIC RESPONSIBILITIES RELATED TO ORGANIZATIONAL LEVEL

The County has different organizational levels (refer to the Hiring Policy 2-4-10 for a complete description). They are briefly described as follows:

- the Chief Administrative Officer
- Senior Management (Heads of County Departments)
- Middle Management (generally supervisors)
- Front Line Staff (non-management staff or workers)

Responsibilities of the Chief Administrative Officer

- to establish a Health and Safety Policy and to ensure understanding and compliance with this policy.
- to monitor the application of the policy to ensure that the best possible results are attained.
- to delegate specific activities to other levels in order to make the policy as effective as possible.
- to take appropriate corrective action on recommendations forwarded by the two Joint Health and Safety Committees.

Responsibilities of Senior Management

- to administer, direct and monitor the occupational health and safety program and County Health and Safety Policy within their department.
- to provide the leadership in all safety activities including the development of safe working attitudes.
- to develop standards and monitor compliance with health and safety procedures and regulations.
- to ensure that recommendations from the Joint Health and Safety Committees, as approved and directed by the CAO, are implemented.

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- to provide information, instruction and assistance to supervisory staff related to the Health and Safety Act and the County Policy.
- to provide all supervisory staff with proper and well maintained equipment, training and personal protective devices when required.
- to provide on-going safety education programs and approved first aid training as required.
- to review accident reports and take corrective action if required.

Responsibilities of Middle Management (first line supervisors)

- to administer, direct and monitor the occupational health and safety program and County Health and Safety Policy within their section or area.
- to ensure that safety regulations and procedures of the Occupational Health and Safety Act are adhered to.
- develop the proper health and safety attitudes in the employees they supervise.
- to give prompt and serious attention to all concerns brought to their attention by their
- employees, document the concern, action taken and report to the Joint Health and Safety Committee.
- to develop and review current work procedures, to ensure that they as safe as possible, and to ensure that employees follow these procedures.
- to investigate all work related injuries, file the proper information with the Workers Compensation Board and inform a member to the Joint Health and safety Committee.
- ensure that every employee under their direction receives the required training in health and safety legislation, safe work procedures, potential hazards, and preventative measures to protect them from illness injury or accident in their work place.

Responsibilities of Front Line Staff (non management staff or workers)

- comply with all procedures and requirements of the Occupational Health and Safety Act, Highway Traffic Act, WHMIS and other applicable legislation or municipal procedures pertaining to safety.
- be aware of the health hazards in the work place and take the appropriate measures to protect themselves and their fellow workers.
- be aware of location and correct use of all safety equipment in the workplace.
- report any hazardous conditions or unsafe work practices to the supervisor.
- report all accidents or injuries immediately to their supervisor.
- not operate any equipment in a manner that may endanger themselves or others.

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- make proper use of, and care for protective clothing and safety equipment.

ACCIDENT/INJURY REPORTS

Every accident or injury, no matter how minor, must be reported to the employee's immediate supervisor by the employee. The following steps shall be taken by the supervisor:

1. Arrange for medical aid.
2. Conduct an initial investigation of the accident.
3. Prepare and file the County's Accident/Incident Report with a Co-chairman of the Joint Health and Safety Committee.
4. Prepare and file the required WCB Report #7 within the specified period of time.