



CITY POLICY

SECTION: HUMAN RESOURCES **NO:** HR – HS - 44
REFERENCE: HEALTH AND SAFETY **Date:** Dec 5, 2017
Next Review Date:
Dec 2019

TITLE: SENIOR MANAGEMENT TEAM GUIDELINES TO HEALTH & SAFETY

1.0 PURPOSE

To establish guidelines to promote a strong and positive safety culture and to maintain a safe work environment. The guidelines will assist in defining standards for health and safety and standards for responding to health and safety needs. To ensure the guidelines and all standards are clearly communicated to all employees.

The guidelines include information on:

- developing a health and safety continuous improvement plan,
- developing a procedure to review health and safety trends,
- how to respond to Joint Health and Safety Committee recommendations,
- developing a program to regularly communicate health and safety information,
- how to integrate health and safety into all aspects of the organization,
- how to conduct health and safety program reviews,
- how to encourage off-the-job health and safety activities for all workers, and,
- how to perform executive management workplace inspections.

2.0 GUIDELINES

2.1 Guidelines for Implementing a Health and Safety Continuous Improvement Plan

A Continuous Improvement Plan (CIP) provides the road map to achieve excellent health & safety results and to ensure that the desired results are achieved within the proposed timeframes.

The CIP addresses:

- (a) Goals to be achieved.

- (b) Target dates for completion of each goal.
- (c) Assigned responsibility for each goal.
- (d) Resources required. (people, time, money)
- (e) Senior Management Team's approval of the plan.
- (f) Relevance to the City's current needs.
- (g) Schedule of progress reviews.
- (h) Distribution of progress reports to management and employees.
- (i) Celebration/Acknowledgment of success as goals achieved.

2.2 Guidelines for Reviewing Health and Safety Trends

Reviewing health and safety trends will identify opportunities for improving the health and safety program; assist in establishing goals and objectives for the safety program and assist the Senior Management Team in meeting due diligence requirements.

Trend Analysis will include a review of:

- (a) Injury/illness root causes;
- (b) Workplace inspections, housekeeping audits and site visits;
- (c) Injury/incident investigations, including near misses;
- (d) Meeting minutes from the JHSC and/or department safety meetings;
- (e) Hazard Reports and Safety Alerts;
- (f) Work Refusal Reports;
- (g) Health and Safety recommendations from the Joint Health and Safety Committee; and,
- (h) Improvement opportunities that are included as goals on a Health and Safety Continuous Improvement Plan.

2.3 Guidelines for Responding to Health and Safety Committee or Worker Representative Recommendations.

The City will respond in a timely and professional manner to all hazards brought to their attention.

The Senior Management Team will respond in writing to recommendations from the Joint Health & Safety Committee within twenty-one (21) days after receiving them.

The Senior Management Team will indicate in the response what actions, if any, will be taken to address the concern or hazard and when the action will be taken (per OHSA Section 9(20)).

2.4 Guidelines for Establishing a Program to Regularly Communicate Health and Safety Information

The City's program will identify:

- (a) Person(s) responsible for communicating Health & Safety Information;
- (b) Method of communication (staff meetings, training, newsletters, alerts, bulletin boards, memos, e-mails, safety talks, tailgate meetings, etc.);
- (c) Frequency of communication; and,
- (d) Documentation (i.e. meeting attendance)

Topics of health and safety information may include but not limited to:

- (a) Review of Health and Safety policies and procedures
- (b) Incident Summary, Rates and Trends
- (c) Investigation Reports, Safety Alerts, Injury Analysis;
- (d) Joint Health and Safety Committee Minutes;
- (e) Hazard Alerts or Hazardous Condition Reports
- (f) Workplace Inspections and corrective actions
- (g) Legislation including newly passed into law
- (h) Ministry of Labour visit/inspection reports and orders;

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

- (i) Year to date inspection and meeting graphs etc.
- (j) Pertinent information to increase awareness (such as seasonal hazards)
- (k) Recognition of achievements
- (l) Health & Wellness information including mental health
- (m) General Health & Safety Info (i.e. external newsletters, MOL Alerts, MOL blitzes, upcoming training opportunities, external injuries/fatalities/fines)

2.5 Guidelines for Integrating Health, and Safety into all Aspects of City Operations

The City of Dryden is committed to establishing and maintaining a health and safety program and environment that will work towards the prevention of injuries and incidents. The program will heighten awareness and stress the importance of health and safety throughout the workplace. The Senior Management Team and all Management will be committed to a safe workplace and will lead by example to ensure the highest standards are achieved for health and safety.

Management will promote a strong safety culture and ensure that the safety program is applied and supported throughout the organization. Integration of health & safety will include the following:

- (a) Workplace inspections, circle checks;
- (b) Non- routine job plans and procedures, and risk assessment;
- (c) Safety meetings, informal tailgate talks;
- (d) Budget process;
- (e) Recognition;
- (f) Appropriate training of employees in accordance with their job duties;
- (g) Incident investigations;
- (h) Job Safety Analysis and SOP development;
- (i) Health and Safety included in Job Descriptions;
- (j) Health & Safety included in annual Performance Goals and Measures; and,

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- (k) Health and Safety included in the new or transferred employee orientation process.

2.6 Guidelines for Health and Safety Program Reviews and Changes

In conducting the Health and Safety program reviews and implementing any resulting changes, the City will ensure that:

- (a) Health and Safety program documents are appropriately identified and follow a consistent reference code;
- (b) There is a main controlled copy;
- (c) There is an annual audit of the health and safety documents to ensure that documents are current, uniform in nature and complete;
- (d) All program reviews and/or revisions are recorded and approved; and,
- (e) Revised documents are distributed

2.7 Guidelines for Encouraging Off-the-Job Health and Safety

The City promotes Health and Safety as an overall personal benefit for each individual not just a work-related benefit. The City's Health and Safety Program will encompass:

- (a) Employee and Family Assistance Program;
- (b) Health & Wellness initiatives, including mental health;
- (c) Personal health and safety;
- (d) Health and safety at home;
- (e) Recreational health and safety;
- (f) Leisure health and safety; and,
- (g) Others health & safety initiatives or activities.

The City will encourage off-the-job Health and Safety activities for workers through the following means;

- (a) Posters, info-cards, booklets and newsletters;
- (b) City run health, safety & wellness activities or events;
- (c) Advertising of external health and wellness activities and events;
- (d) Promotional giveaways;
- (e) Safety talks and safety meetings;
- (f) Payroll inserts;
- (g) Email, twitter or social media; and,
- (h) Any other means to promote off-the-job health and safety.

2.8 Guidelines for SMT to Perform Workplace Inspections

As tangible evidence of the City's commitment to the Health and Safety the Senior Management Team will perform periodic workplace inspections through one of the following or an equivalent method:

- (a) Personal tour of the workplace;
- (b) Inspection with Department Management
- (c) Inspection with the Joint Health and Safety Committee and Safety Representative;

History			
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