

SECTION: HUMAN RESOURCES

NO: HR-HS-01

REFERENCE: HEALTH AND SAFETY

Date:
June 11, 2025

Next Review Date:
June 2026

TITLE: HEALTH AND SAFETY POLICY

1.0 POLICY STATEMENT

- 1.1 The Corporation of the City of Dryden is committed to establishing and maintaining a health and safety program and an environment that will work towards the prevention of injuries and incidents. The program will heighten awareness and stress the importance of health and safety in the workplace. It will provide all levels of the organization with the appropriate training, knowledge, and commitment to ensure the highest standards are achieved for health and safety.
- 1.2 Council, in cooperation with Staff and the Site Based Joint Health and Safety Committees, will establish and maintain effective policies and procedures governing health and safety practices within the Corporation and ensure compliance to all legislation including the Occupational Health and Safety Act & Regulations and/or the Canada Labour Code Part II by all levels of the organization.
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2.0 RESPONSIBILITIES

- 2.1 Council shall encourage and uphold a safe working environment for its workforce through the development and support of a Health and Safety Program and Site Based Joint Health and Safety Committees. The Head of Council shall sign the Health and Safety Vision and Policy to demonstrate its commitment to health and safety.
- 2.2 The Chief Administrative Officer (CAO) shall:
- (a) Have the overall responsibility for health and safety in the corporation and must demonstrate the courage to care and commitment to health and safety by signing the Health and Safety Vision and Policy.

- (b) Liaise with the Health & Safety Coordinator and the Site Based Joint Health and Safety Committees in maintaining effective and proactive Health and Safety policies and procedures for its workforce that comply with the Occupational Health and Safety Act and/or the Canada Labour Code Part II and all other applicable legislation.
- (c) Respond, in writing, to recommendations from the Joint Health and Safety Committee(s) within 21 days as per the Occupational Health and Safety Act and/or 30 days as per the Canada Labour Code Part II.
- (d) Inform and provide recommendations to Council on issues requiring unbudgeted expenditures.
- (e) Hold all levels of the organization accountable for Health & Safety.
- (f) Provide the time, budget and resources required to ensure that goals and objectives are met for health and safety.
- (g) Provide recognition for safety excellence and outstanding performance in health and safety.
- (h) Lead by example and participate in Health & Safety activities, training and periodic site visits.

2.3 Department Managers shall:

- (a) Report to the Chief Administrative Officer (CAO) and inform the CAO of all issues, concerns and successes relating to Health and Safety.
- (b) Ensure all employees within their department adhere to all City of Dryden Health and Safety Policies and Procedures and to all requirements under the Occupational Health and Safety Act and/or the Canada Labour Code Part II and any other applicable legislation.
- (c) Ensure all City of Dryden Health and Safety Policies and Procedures and the Occupational Health and Safety Act and the Canada Labour Code Part II are available to all employees for review and reference.
- (d) Inform their site based Joint Health & Safety Committees of any workplace incidents involving injury, death, occupational illness and provide the committee with results of any reports related to health and safety in the workplace.

- (e) Ensure the development of site-based Health and Safety Procedures within the department and ensure compliance within Provincial and Federal legislative requirements and ensure a safe working environment.
- (f) Develop and maintain a training program for all employees that will ensure their ability to work safely within the workplace.
- (g) Ensure proper reporting procedures are followed regarding workplace incidents or injuries in accordance with the City of Dryden Health and Safety Policies and Procedures, the Occupational Health and Safety Act, Canada Labour Code Part II, the Workplace Safety and Insurance Board (WSIB), and any other legislative requirements.
- (h) Ensure supervisors maintain a safe working environment for employees and that all legislative requirements and municipal policies and procedures are being complied with.
- (i) Respond to recommendations of the Site Based Joint Health and Safety Committee within 21 days as per the Occupational Health and Safety Act and/or within 30 days as per the Canada Labour Code Part II.
- (j) Lead by example and participate in departmental inspections, investigations, policy and procedure development, training initiatives and orientation of new, seasonal or transferred employees on the health and safety practices.
- (k) Take every precaution reasonable in the circumstances for the protection of a worker.

2.4 Supervisors shall:

- (a) Be familiar with, implement and enforce all City of Dryden Health and Safety Policies and Procedures, and all legislative requirements, including the Occupational Health and Safety Act and/or the Canada Labour Code Part II.
- (b) Be responsible for developing, maintaining and training employees on site based Health and Safety Policies and Procedures.
- (c) Ensure a worker works in the manner and with the protective devices, measures and procedures as required by legislation, regulations and City of Dryden Policies and Procedures.
- (d) Ensure a worker uses or wears the protective equipment, protective devices or clothing as required by legislation, regulations and City of Dryden Policies and Procedures.

- (e) Advise a worker of the existence of any potential hazard or actual danger to the health or safety of the worker of which the supervisor is aware.
- (f) Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of the worker.
- (g) Lead by example and participate in departmental inspections, investigations, work refusals, policy and procedure development, training initiatives and orientation of new, seasonal or transferred employees on the health and safety practices.
- (h) Take every reasonable precaution in the circumstances for the protection of a worker.
- (i) Keep accurate records and documentation regarding health and safety issues, concerns, inspections, investigations and training activities.
- (j) Ensure proper reporting procedures are followed regarding workplace incidents or injuries in accordance with the City of Dryden Health and Safety Policies and Procedures, the Occupational Health and Safety Act, the Canada Labour Code Part II, the Workplace Safety and Insurance Board (WSIB), and any other legislative requirements.
- (k) Ensure all contractors and sub-contractors for the City are familiar and comply with the City of Dryden Health and Safety Policies and Procedures and the requirements of the Occupational Health and Safety Act, Canada Labour Code Part II and any other legislative requirements.
- (l) Post all Ministry of Labour orders and notices of compliance.

2.5 Employees shall:

- (a) Take personal responsibility for their own health and safety as well as looking out for fellow workers and contractors.
- (b) Familiarize themselves and comply with the requirements of the City of Dryden Health & Safety Policies and Procedures and legislation including the Occupational Health and Safety Act and/or the Canada Labour Code Part II.
- (c) Be knowledgeable on the location and contents of the health & safety bulletin board in their department as well as the location of first aid kits, eye wash, fire extinguishers and exits as applicable.

- (d) Immediately report any hazard, incident or injury, including near misses, to the supervisor and complete the appropriate documentation.
- (e) Operate equipment safely and in accordance with the proper operating procedures. Report to his or her supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker.
- (f) Wear appropriate protective clothing and equipment (PPE) in accordance with the Occupational Health and Safety Act, Canada Labour Code Part II and City of Dryden Health & Safety Policies and Procedures.
- (g) Report immediately to their supervisor any violations of legislation or rules including the Occupational Health and Safety Act, Canada Labour Code Part II or City of Dryden Health & Safety Policies and Procedures, and identify and report safety hazards to the supervisor. Have the courage to intervene.
- (h) Refuse work that they believe to be unsafe, that could harm themselves or others. Follow legislated Work Refusal Procedures.
- (i) Appoint a Health and Safety Representative for the Site Based Joint Health & Safety Committee as required and provide the name to the Supervisor, Department Manager, Health & Safety Coordinator and the Site Based Joint Health and Safety Committee.

2.6 No worker shall:

- (a) Remove or make ineffective any protective device required by regulations or by the City, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased; the protective device shall be replaced immediately.
- (b) Use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker.
- (c) Engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

2.7 Contractors, including all sub-contractors, working for the City of Dryden shall:

- (a) Adhere to all City of Dryden Health and Safety Policies and Procedures and comply with all Provincial and/or Federal legislation, including the Occupational Health and Safety Act and Regulations and the Canada Labour Code Part II.
- (b) Provide health and safety documentation and signatures as required by the City of Dryden Contractor Health & Safety Responsibility Agreement.

2.8 Joint Health and Safety Committee Representatives shall:

- (a) Participate in the Site Based Joint Health & Safety Committee.
- (b) Attend meetings of the Site Based Joint Health & Safety Committee.
- (c) Participate in the investigation of injuries/incidents.
- (d) Conduct monthly inspections of the workplace area under their jurisdiction and may facilitate monthly departmental safety meetings. Written inspection reports and minutes of the monthly meetings are to be posted and submitted to the Supervisor, Manager, and the online portal.
- (e) Participate in health and safety orientations and training as required.

2.9 Site Based Joint Health and Safety Committees shall:

- (a) Comply and adhere to the requirements under the Occupational Health and Safety Act, the Canada Labour Code Part II, and the City of Dryden Health and Safety Policies and Procedures.
- (b) Identify and report potential health and safety problems.
- (c) Make recommendations to improve health and safety in the workplace.
- (d) Investigate work refusals.
- (e) Meet at a minimum quarterly in each year to conduct Joint Meetings and prepare agendas for such meetings. Prepare and review minutes.
- (f) Conduct monthly inspections of related work sites and submit inspection reports through the online portal.
- (g) Participate in the review of the City of Dryden Health and Safety Policies and Procedures on a bi-annual basis. Provide suggestions on amendments to a policy or procedure and forward them to the Health & Safety Coordinator.
- (h) The Site Based Joint Health & Safety Committees will be structured as per Appendix "A".

2.10 Director of Human Resources shall:

- (a) Document and maintain employee training and development records.
- (b) Document and track employee discipline for health and safety infractions.

2.11 Payroll and Benefits Administrator shall:

- (a) Administer the WSIB program and ensure all WSIB documentation is completed and submitted to WSIB within the legislated timelines.

2.12 Health and Safety Coordinator shall:

- (a) Review and update Health & Safety Policies, Procedures, Guidelines, Forms and/or Processes as required or at a minimum every two (2) years.
- (b) Provide notice of changes to all policies, procedures, guidelines, forms and processes to all City employees, members of Council and members of City Boards and Agencies (i.e. Library, Museum).
- (c) Provide assistance to Managers and Supervisors on the Incident Investigation Process. Participate in all fatal and critical injury investigations and other investigations as requested. Conduct incident investigations and write the investigation reports, review the reports with the department manager to ensure corrective actions address root causes and ensure actions are followed through to completion.
- (d) Participate with all vehicle incident investigations.
- (e) Provide ongoing assistance to departments and site based JHSC committees and act as a resource person as required.
- (f) Provide up to date information on Health & Safety including, but not limited to, changes in legislation, best practices, statistics, seasonal topics and any other information deemed to be relevant.
- (g) Track inspections, department meetings, JHSC meetings, incidents and WSIB stats to ensure compliance and completion.
- (h) Provide information regarding training opportunities for departments and their site-based committees. Assist with training and training needs as required.
- (i) Act as a liaison with the Ministry of Labour, WSIB or any other government ministries or agencies.

3.0 TRAINING

- 3.1 It is encouraged that all employees of the City of Dryden maintain a standard First Aid certificate and CPR. To meet minimum legislation, one employee per shift shall be certified.
- 3.2 One management member and one union member of the Site Based Joint Health and Safety Committees shall maintain certification through the Basic Certification Training Program under the Occupational Health and Safety Act.
- 3.3 New employees of the City of Dryden shall be provided with instruction on the following subjects pertaining to health and safety in the workplace:
- (a) Canada Labour Code Part II (if applicable);
 - (b) City of Dryden Health and Safety Policy and Procedures;
 - (c) Incident/Injury Reporting Procedures;
 - (d) Ministry of Labour Health and Safety Awareness Training for Workers and Supervisors;
 - (e) WHMIS Training;
 - (f) Workplace Violence and Harassment Policies;
 - (g) Working Together: AODA and The Code, and,
 - (h) Internal safety procedures regarding their position within the organization.
- 3.4 All permanent employees shall receive health and safety training, and the City of Dryden Policy & Procedure Confirmation of Receipt and Understanding, upon orientation as well as annually.

4.0 COMPLIANCE AND VIOLATIONS

- 4.1 Employees found to be in contravention of the requirements under the Occupational Health and Safety Act, the Canada Labour Code Part II, the City of Dryden Health and Safety Policies and Procedures or any other applicable legislation shall be dealt with in accordance to the City's Code of Conduct (HR-CO-01) and/or the City's Discipline Policy (HR-DI-01).

History			
Approval Date:	November 19, 2007	Approved by:	Council Resolution
Review/ Amendment Date:	April 18, 2011	Approved by:	By-law 3875-2011
Review/ Amendment Date:	December 19, 2011	Approved by:	By-law 3930-2011
Review/ Amendment Date:	July 21, 2014	Approved by:	By-law 4218-2014
Review/ Amendment Date:	July 21, 2016	Approved by:	CAO
Review/ Amendment Date:	March 8, 2021	Approved by:	CAO
Review/ Amendment Date:	August 12, 2022	Approved by:	CAO
Review/ Amendment Date:	August 14, 2023	Approved by:	CAO
Review/ Amendment Date:	August 07, 2023	Approved by:	CAO
Review/ Amendment Date:	June 11, 2025	Approved by:	CAO R. Nesbitt

STRUCTURE OF SITE BASED JOINT HEALTH AND SAFETY COMMITTEES
Worksites with >20 Workers

DEPARTMENTS	MINIMUM COMPOSITION
Administration, Building & Planning, Finance, HR, POA, IT	1 Manager 1 Employee
Dryden Fire Service (Hall 1)	1 Manager 1 Volunteer
Recreation	1 Manager Employee
Public Works	1 Manager 1 Employee

STRUCTURE OF SITE BASED HEALTH AND SAFETY REPRESENTATIVES
Worksites with 5-19 Workers

DEPARTMENTS	MINIMUM COMPOSITION
Airport	1 Employee
Library	1 Employee
Water Works	1 Employee
Dryden Fire Service (Hall 2)	1 Employee

**DRYDEN****The City of Dryden Health & Safety Vision & Policy****Vision:**

It is the City of Dryden's vision for all employees to return home safely each and every day and enjoy time with family and friends free from injury or illness.

Policy Statement:

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Our Values:

Our values are based on caring for our employees and include the following:

- Have committed caring leadership
- Be employee-driven
- Do the basics well
- Focus on the greatest potential improvements
- Recognize and manage risk

We believe that:

- No business objective will take priority over health and safety.
- All injuries and incidents are preventable.
- No task is so important or urgent that it cannot be done safely.
- Safety is a condition of employment.
- Without diminishing management's obligations, responsibility and accountability for health and safety rests with each individual.

Jack Harrison

Mayor

Roger Nesbitt

Chief Administrative Officer (CAO)

Shawna Charbonneau

IBEW Local 1730

Kendi Ridgway

Health & Safety Coordinator

Original signed document withheld in the City Record Management Database.