



SUBJECT: HEALTH AND SAFETY POLICY

Policy No: 2016-23

Date: November 21, 2016

Review Date: November 2020

Number of Pages: 9 (including appendices)

PURPOSE

To ensure that all Library employees are committed to and exposed to a safe working environment where health and safety is always a top priority.

POLICY

Application

This policy applies to Innisfil Public Library Board Members, all Library Staff members as part of the Town of Innisfil with representation on the Town's Joint Health and Safety Committee, and any Library Volunteers, who participate in various work-related activities at library facilities.

Guidelines

The Innisfil Public Library Board has adopted the Town of Innisfil's current Corporate Health & Safety Policy CP.03-05 (Appendix 1) and the Town of Innisfil's current Health & Safety Policy Statement signed August 1, 2016 (Appendix 2).

Approved by the Innisfil Public Library Board, November 21, 2016
Motion Number: 2016.95

Supersedes Policy #2015-18, approved November 16, 2015, Motion #2015.88; &
Policy #2015-09, approved June 15, 2015, Motion #2015.61;
Policy #2014-14, approved June 16, 2014, Motion #2014.46;
Policy #2013-07, approved June 17, 2013, Motion #2013.69;
Policy #2012-06, approved May 22, 2012, Motion #2012.41; &
Policy #2011-13, approved May 16, 2011, Motion #2011.37.



**TOWN OF INNISFIL
CORPORATE POLICY**

POLICY: Corporate Health and Safety	COUNCIL APPROVAL DATE: 27/07/2005 RES. NO.: CR-337-05
POLICY NO.: CP. 03-05	REVISED DATE: [REDACTED] RES. NO.: CR- [REDACTED].0

PURPOSE/DEFINITION:

While working, it is important to keep in mind at all times that safety comes first. Provincial legislation and Town Policies are to ensure employees' personal safety. A daily habit should be made to observe Health & Safety regulations when planning or carrying out any work activity. A safe working environment is a top priority for everyone involved in a work activity and employees' own personal commitment to safety will ensure that injury to persons and damage to property are minimized.

APPLICATION: All Town Staff and Council

POLICY STATEMENT/GUIDELINES:

Purpose & Scope:

1. **RESPONSIBILITIES/DUTIES**
- 1.1 **ALL INDIVIDUAL MEMBERS OF STAFF**
- 1.1.1 **Responsibilities**

All employees are responsible to be aware of, understand, and follow all Occupational Health and Safety procedures.

All employees must be aware of the health hazards in their workplace(s) and of the preventative measures to be taken to protect themselves, fellow workers, and Town property.

All employees must be aware of the Workplace Hazardous Materials Information System (WHMIS).

1.1.2 **Duties**

- Comply with all procedures and requirements of the Fire Code, Occupational Health and Safety Act, Highway Traffic Act, and other applicable legislation and Corporate and/or Departmental policies pertaining to their safety.
- Report any hazardous conditions or any unsafe work procedures to their supervisor; and, when necessary, to a member of their Health and Safety Committee.
- Report all accidents or injuries to their supervisor promptly.
- Not work or operate any equipment in a manner that may endanger themselves or fellow employees.
- Properly use and care for protective clothing and safety equipment.

1.2 **SUPERVISORY STAFF AND MANAGERS**

1.2.1 **Responsibilities**

Supervisors and Managers are responsible for the implementation of the Occupational Health and Safety Program in their own work areas.

They must develop proper health and safety attitudes among the staff by encouraging all employees to report hazards and to "think safety".

They must give prompt and serious consideration to all recommendations for a safer and healthier work environment, better protective equipment, and safer work procedures.

1.2.2 **Duties**

- Be familiar with the Town's Occupational Health and Safety Program, their Department's Health and Safety standards and procedures, the Occupational Health and Safety Act and other applicable legislation/regulations pertaining to the Health and Safety of their employees.
- Ensure that all applicable Provincial legislation/regulations and Corporate and/or Departmental policies for Health and Safety are observed, applied, and complied with in their specific areas, in all operations, by all employees assigned to them.
- Ensure that all accidents are reported, investigated promptly, that reports are completed, and that corrective action is taken.
- Ensure that assigned staff receive required training in Health and Safety legislation, safe work procedures, recognizing and reporting potential hazards, and preventative measures to protect themselves and co-workers against illness, injury or accident in their workplace(s).
- To ensure that periodic inspections of their workplace(s) and equipment are done.

1.3 **DIRECTORS**

1.3.1 **Responsibilities**

Directors are responsible for the administration and direction of the Occupational Health and Safety Program within their own departments.

They must provide leadership in all safety activities including the development of safe working attitudes.

1.3.2 **Duties**

- Ensure that departmental standards and procedures are developed and maintained to administer the Health and Safety policies and regulations.
- Ensure that their supervisors and managers are instructed in the procedures and requirements of the Occupational Health and Safety Act, Highway Traffic Act and other applicable legislation/regulations and Corporate and/or Departmental policies pertaining to their safety in their workplace(s).
- Review accident reports, safety audit reports, accident statistics and other related material to evaluate the effectiveness of the Health and Safety program in their respective departments.
- Review and ensure follow-up on recommendations arising from Corporate and/or Departmental Health and Safety Committee recommendations.
- Determine realistic Health and Safety goals for their department and periodically report on the results of same to the Chief Administrative Officer.

2. **HEALTH AND SAFETY COMMITTEES**

2.1 The Occupational Health and Safety Act provides for the establishment of Joint Occupational Health and Safety Committees in the workplace. These Committees are comprised of both labour and management representatives. The following Joint Committees operate for the health and safety of employees:

- Fire Department Occupational Health and Safety Committee
- Corporate Occupational Health and Safety Committee including the Library

2.2 **CORPORATE AND FIRE DEPARTMENT OCCUPATIONTIONAL HEALTH & SAFETY COMMITTEES**

2.2.1 **Responsibilities**

The Corporate Health & Safety Committee is responsible for advising and assisting management and workers in the development, implementation and operation of the Occupational Health and Safety Program for the Town

To identify conditions that may be a source of danger or hazard to workers.

To make recommendations for the establishment, maintenance and monitoring of programs, standards and procedures for the Health and Safety of workers.

To review accident statistics and Health and Safety training records, and make recommendations for the improvement of the Health and Safety of workers.

To assist in developing communications and in the promotion of Health and Safety in the workplace, in conjunction with the Corporate Health and Safety Committee.

2.2.2 **Terms of Reference**

To enhance awareness of safety issues in the workplace in accordance/compliance with current and applicable legislation.

To advise the Corporation of Health and Safety matters of mutual concern to the various other Health and Safety Committees operating within the Corporation; and to make recommendations to Departmental Health and Safety Committees as appropriate.

To receive reports from Corporate Committee Representatives on Departmental Health and Safety meetings and to provide assistance when required/requested.

To recommend and/or co-ordinate Health, Fitness and Safety promotional/educational activities and special events.

To make recommendations on the standardization of incident/accident reports and forms and regular workplace/equipment inspections; to review same; and ensure appropriate follow-up or make recommendations on preventative programs.

To ensure Health and Safety Committee Members are knowledgeable of their role and duties as representatives, and to encourage/improve their education in this field by recommending appropriate/required seminars and workshops.

To make recommendations to the Corporation on Health and Safety initiatives and programs of benefit to its employees.

To promote Health and Fitness as lifestyle goals for the Corporation's employees.

To encourage an atmosphere of co-operation between management and staff to achieve a safe work environment and safe work practices.

To review Workplace Safety and Insurance Board information and Town claims statistics and make recommendations on appropriate programs/action to ensure minimum charges are incurred.

To provide input to Human Resources in the preparation of an annual budget for the Health and Safety function within the Corporation.

2.2.3 **Composition**

The Corporate Health and Safety Committee is comprised of representatives in accordance with current applicable legislation, Joint Health and Safety Committees shall be comprised of:

- a minimum of four (4) employees, at least half of whom are workers employed at the workplace who do not exercise managerial functions
- "worker" representatives who shall be selected by the workers they represent; or, if unionized, such workers who shall be selected by their Union and the Union shall so notify Human Resources in writing
- "management" representatives who shall be selected by the employer
- two members of each Committee who shall Co-Chair their Committee, one of whom shall be selected by the members who represent workers and the other of whom shall be selected by the members who exercise managerial functions

The Fire Department Health and Safety Committee is comprised six (6) committee members based on the following members:

- Four (4) Volunteer Fire Fighters one from each of the four stations.
- One (1) Full-time Fire Fighter
- One (1) Management Representative

A list of current members can be obtained from Human Resources.

3. **HUMAN RESOURCES**

3.1 **Responsibilities**

Human Resources is responsible for coordinating the overall Health & Safety function for the Corporation.

It is responsible to act as a Health & Safety resource to Departments and Committees; to ensure, in part, the Corporation is meeting its obligations as an employer under the Occupational Health and Safety Act through monitoring Committee work, ensuring appropriate/required Committee composition, maintaining required records, ensuring the required workplace circulation and/or posting of legislation/regulations, and facilitating employer response to formal complaints/recommendations made by Committee(s) and/or employees.

Human Resources is responsible to administer the Workplace Safety and Insurance portfolio.

Human Resources co-ordinates required Health & Safety training and prepares and administers an annual corporate Health & Safety budget.

4. **TRAINING**

4.1 Employees of the Town will receive adequate and regular Occupational Health and Safety training.

4.2 All new employees will receive instruction on the following subjects during their probationary period:

- Occupational Health and Safety Act and/or any other applicable safety legislation
- The provisions of this Policy
- Departmental Health and Safety standards and procedures
- Applicable Occupational Health and Safety (or other) Regulations for their specific position
- **Accident Reporting Procedures**
- Workplace Hazardous Materials Information System (WHMIS)

Human Resources will ensure the training is conducted, either directly or through the line Department as part of Departmental Orientation.

4.3 All employees will be given periodic refresher training in these subjects coordinated by the Human Resources Division.

5. **PERSONAL INJURY REPORTS**

5.1 **Employee Responsibilities**

Every occupational injury, no matter how minor, must be reported by employee(s) and recorded by the Corporation.

Accidents which cause personal injury will be investigated and a report completed. The purposes of such a reporting procedure are:

- to comply with the Workplace Safety and Insurance Act
- to determine the cause of the accident
- to analyze the potential for the accident to recur
- to take appropriate action to prevent a recurrence

In all cases of personal injury, these procedures are to be followed:

- The employee's Supervisor is to be notified of the occurrence immediately.
- If medical treatment is obtained, the employee must inform his/her Supervisor as soon as possible.

5.2 **Supervisor/Manager Responsibilities**

- Proceed to the accident scene when notified of an employee's personal injury and ensure the required first aid is administered. Arrange for transportation to a Hospital Emergency Department or to a private doctor located within the municipality, if necessary.
- Contact Human Resources immediately upon an employee receiving medical attention.
- Conduct an investigation of the accident and complete an Accident Investigation Report.
- Obtain Director's signature on the Accident Investigation Report and forward to Human Resources for the necessary WSIB forms to be processed.



THE CORPORATION OF THE TOWN OF INNISFIL

HEALTH AND SAFETY POLICY STATEMENT

PURPOSE

To identify the responsibility and accountability for Occupational Health and Safety for the Town of Innisfil.

POLICY

The Town of Innisfil is committed to ensuring the health and safety of its employees through: the prevention of occupational illness and injury, the promotion of safe work practice and procedures, and compliance with applicable Municipal, Provincial and Federal Legislation and Regulations.

The Town of Innisfil is committed to maintaining a safe and healthy workplace for all employees.


- Appropriate Health and Safety Policies and Procedures are developed, distributed and maintained,
- Equipment, machinery and work areas are maintained in a safe working condition,
- Safety equipment and materials are purchased and maintained in accordance with legislative requirements,
- Employees are adequately trained in Health and Safety, safe working practices and the use of equipment.

Managers and Supervisors will be knowledgeable about their responsibilities and take all reasonable steps toward promoting a safe and healthy work environment for all employees. Managers and Supervisors will be held accountable for the health and safety of employees under their supervision. Managers and Supervisors are responsible to ensure workplace hazards are identified, that machinery and equipment are safe and that employees comply with established safe work practices and procedures.

Employees will be knowledgeable about their responsibilities and take all reasonable steps toward promoting a safe and healthy work environment. Employees must take an active part in ensuring a safe workplace by immediately reporting unsafe conditions, hazards and practices, following legislated and corporate policies and procedures, utilizing appropriate safety equipment and wearing required personal protective equipment.

The Town of Innisfil supports the operation of the Joint Health and Safety Committee and encourages cooperative participation of all employees in the pursuit of workplace Health and Safety.

Health and Safety is everyone's responsibility at the Town of Innisfil.



Jason Reynar
Chief Administrative Officer

August 1, 2016

Date