



BY – LAW No. 13-15

The Corporation of the United Counties of Leeds and Grenville

A BY-LAW TO AMEND SCHEDULE "A" TO BY-LAW NO. 97-20, BEING A BY-LAW TO ESTABLISH HUMAN RESOURCES POLICIES AND PROCEDURES FOR EMPLOYEES OF THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE, BY AMENDING POLICY G-1, OCCUPATIONAL HEALTH AND SAFETY

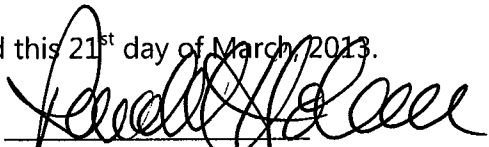
WHEREAS it is deemed desirable to amend certain policies contained in Schedule "A" to By-law No. 97-20, Being a By-law to Establish Human Resources Policies and Procedures for Employees of the Corporation of the United Counties of Leeds and Grenville; and

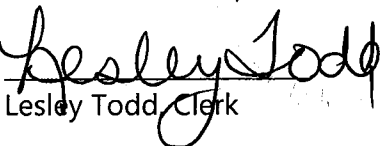
WHEREAS Schedule "A" of By-law 97-20 will be amended by revising Policy G-1, Occupational Health and Safety;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE HEREBY ENACTS AS FOLLOWS:

1. **THAT** the attached Policy #G-1 – Occupational Health and Safety be inserted to update the Human Resources Policies and Procedures Manual (By-law 97-20); and
2. **THAT** this By-law shall take effect and come into force on the date of its passage; and
3. **THAT** any other By-laws, or parts of By-laws contrary to or inconsistent with this By-law, are hereby repealed.

By-law read a first, second and third time and finally passed this 21st day of March, 2013.


Ronald E. Holman, Warden


Lesley Todd, Clerk



United Counties of Leeds & Grenville

Section:	Human Resources	Policy No.	G-1
Policy:	Occupational Health & Safety	Date Issued: By-Law:	21-08-1997 (97-20)
Coverage:	All Employees	Revision No.	1
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POLICY STATEMENT:

The Counties recognizes that the health and safety of employees is of primary importance in all municipal operations and is committed to preventing occupational illness and injury in the workplace.

The commitment to health and safety applies to all employees of the United Counties of Leeds and Grenville as well as Council, Committee members, contractors, volunteers and students.

PRINCIPLES:

- It is the responsibility of all employees, regardless of position, to work safely in compliance with the Ontario *Occupational Health and Safety Act* and United Counties of Leeds and Grenville Policy;
- It is the responsibility of all employees, regardless of position, to maintain and promote an environment that is free from threats, violence and harassment in the workplace (See Misconduct/Violence in the Workplace policy (HR#A-9) for further details);
- It is the responsibility of Supervisors, including Managers and Directors, to ensure that safe and healthy work conditions are maintained in his/her assigned work area;
- It is the responsibility of the Chief Administrative Officer to implement and maintain a safe and healthy work environment which is in accordance with the Ontario *Occupational Health and Safety Act*;
- The United Counties of Leeds and Grenville understands that the strength of the corporation comes from its employees and that our commitment is to prevent occupational illness and injury in the workplace, which includes workplace violence and harassment, for employees and visitors alike;
- Commitment to continual improvement of health and safety is also an integral part of the organization.
- There shall be no acts of reprisal towards individuals who act in accordance with the Ontario *Occupational Health and Safety Act*; and
- This policy is to be posted on all designated Health and Safety bulletin boards and on the Leeds Grenville internal website to ensure that the Counties commitment is posted in a high traffic area and is accessible to all employees on and off site.



United Counties of Leeds & Grenville

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PROCEDURE:

1. The Counties shall promote a safe work environment and provide information, instruction and supervision on occupational health and safety, as required.
2. **Health & Safety Coordinator and Joint Health and Safety Committee(s):**

The Chief Administrative Officer shall designate a Health and Safety Coordinator. The duties of the Coordinator shall include:

- (a) ensure that an active Joint Health and Safety Committee exists for all Counties workplaces;
- (b) ensure that each Committee has at its disposal current legislation pertaining to Health and Safety; and
- (c) make recommendations to the Chief Administrative Officer of a Committee's failure to function according to legislated standards.
- (d) research, develop, implement, and monitor appropriate health and safety policies, procedures, and workplace practices in coordination with the Joint Occupational Health and Safety Committees, Employee Services Department, or management, as appropriate, to minimize the risk and liability to the United Counties of Leeds and Grenville, and ensure compliance with the *Ontario Health and Safety Act (OHSA)*, Regulation and Code.
- (e) provide guidance and support to management. and assist in the development, implementation, promotion, and auditing of department specific health and safety procedures to implement and improve proactive health and safety programs.

3. **Duties of Supervisors (including Managers and Directors):**

- (a) Performing role and responsibilities in accordance with Section 25, 26 and 27, as applicable, of the OHSA, and this policy including but not limited to:
 - i) Performing employee safety observations;
 - ii) Enforcing safe work practices;
 - iii) Performing workplace inspections;
 - iv) Identifying work environment health and safety hazards and assess risks;



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- v) Correcting substandard acts or conditions;
 - vi) Conducting investigations into workplace accidents; and
 - vii) Commending employee health and safety performance.
- (b) Ensure that employees are provided with and use or wear the equipment, materials and protective devices or clothing that the Counties requires to be used or worn. In addition, ensure the equipment, materials and protective devices provided by the employer are maintained in good condition.
- (c) Advise employees of the existence of any potential or actual danger to the health or safety of employees, of which the Supervisor is aware.
- (d) Take every precaution, reasonable in the circumstances, for the protection of a worker.
- (e) Follow the policy and procedures with respect to injury /illness reporting.
- (f) Respond in writing to recommendations from a joint health and safety committee and/or representative in accordance with OHS Act Section 9 (20).
- (g) Familiarize themselves with the provisions of the Occupational Health and Safety Act and attend training on health and safety as instructed.

4. Duties of Employees

- (a) Performing roles and responsibilities in accordance with the OHS Act (see Section 28 of the Act).
- (b) Follow all departmental policies, procedures or supervisory instructions as it relates to health and safety, except where health and safety would be in danger (see OHS Act Section 43 on right to refuse work).
- (c) Employees **must** use or wear the equipment, protective devices, or clothing that the Counties requires to be used or worn.
- (b) Report to his/her Supervisor the absence of, or defect in, any equipment or protective devices or the existence of any hazard of which he/she is aware and which may endanger himself/herself or another worker.
- (d) Operate equipment and machines safely and generally conduct himself/herself in a safe manner.
- (e) Report any occupational injury or illness to a Supervisor immediately.
- (f) Escort visitors, as appropriate, within the workplace.

- (g) Familiarize themselves with the provisions of the Occupational Health and Safety Act and attend training on health and safety as instructed.

5. **Safety Information**

Through the established lines of departmental/divisional organization, safety information shall be given to employees. In all departments, the Supervisors shall transmit safety information to their employees, either through group meetings or by discussion with individual employees. The designated Health and Safety Coordinator may also provide health and safety information throughout the organization.

6. **Safety Suggestions**

Suggestions made by employees to their Supervisors will be responded to in writing with a copy to the departmental Manager. All suggestions shall be considered by management.

REFERENCES:

- Ontario Occupational Health and Safety Act
- Ontario Human Rights Code
- HR Policy #A-9, Misconduct Violence in the Workplace
- HR Policy #E-11, Workplace Accommodation and Return to Work Program
- HR Policy #G-3, Worker's Compensation
- HR Policy #H-2, Discipline and Dismissal