

POLICY HS 1.4 - Health & Safety Program – General Responsibilities

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Subsection: Program Introduction and Responsibility

Policy Title: Health & Safety Program - General Responsibilities

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Applicable To: All Departments

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Objectives

To provide a procedure that outlines the health and safety responsibilities of various individuals who work for the Corporation of the County of Northumberland. To ensure the health, safety, and welfare of the workers while at work, the Corporation of the County of Northumberland (the County) shall comply with the Ontario Occupational Health and Safety Act, as well as other relevant legislation, regulations, codes of practice, and standards.

Responsibilities

1. The County in its capacity as the employer is responsible for carrying out the responsibilities and duties outlined through the delegation of these functions to individuals in the corporation.
2. All individuals in the workforce, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined.

Procedures

A. General

1. Responsibility is defined as an individual's obligation to carry out assigned duties.
2. Responsibility and authority can be delegated to subordinates, giving them the right to act for their supervisors.
3. The supervisor remains accountable for seeing that they are carried out.
4. Prescribed refers to a section of the Occupational Health and Safety Act (OHSA) and respective Regulations.

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B. Corporation

1. This level of the organization includes the Chief Administrative Officer, directors, and councillors.
2. The County is responsible for:
 - a) the overall occupational health and safety of the County.
 - b) ensuring the Occupational Health and Safety (OHS) Management Plan and Policy is developed and implemented.
 - c) monitoring the effectiveness of the OHS Management Plan and Policy.
 - d) promoting the commitment of the County to excellence in OHS performance.
 - e) reviewing all investigations comprehensively to ensure their accurate completion.
 - f) taking every reasonable precaution to protect the health and safety of workers.
3. The County must ensure that:
 - a) equipment, materials, and protective devices as prescribed are provided, are maintained in good condition, and are used as prescribed.
 - b) prescribed measures and procedures are carried out.
 - c) all areas of the workplace capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under The Building Code Act.
 - d) information, instruction, and supervision are provided to a worker to protect the health and safety of the worker.
 - e) it provides information in the possession of the County, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed for the purpose of diagnosis or treatment in a medical emergency.
 - f) when appointing a supervisor, appoint a competent person.
 - g) it acquaints a worker or person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical, or physical agent.
 - h) it affords assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions.
 - i) it only employs in or about the workplace a person over such age as may be prescribed.
 - j) it not knowingly permits a person who is under such age as may be prescribed in or about a workplace.
 - k) every precaution reasonable in the circumstances for worker protection is taken.
 - l) a copy of the OHS Act and any explanatory material prepared by the Ministry of Labour, Immigration, Training and Skills Development (MOLITSD), both in

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- English and the majority language of the workplace, outlining the rights, responsibilities, and duties of workers is posted in all workplaces.
- m) it establishes an occupational health service for workers as prescribed.
 - n) where an occupational health service is established, maintains the same according to the standards prescribed.
 - o) at least annually, a written occupational health and safety policy and develop and maintain a program to implement that policy is prepared and reviewed.
 - p) a copy of the occupational health and safety policy is posted at a conspicuous location in the workplace.
 - q) it provides the health and safety committees or health and safety representatives the result, and copies if requested, of a report respecting occupational health and safety that is in the County's possession.
 - r) workers are advised of the results of the report in clause (s).
 - s) accurate records of the handling, storage, use and disposal of biological, chemical, or physical agents as prescribed are kept and maintained.
 - t) such records of the exposure of a worker to biological, chemical, or physical agents as may be prescribed, are kept, maintained, and made available to any worker affected.
 - u) the MOLITSD of the use or introduction into a workplace of biological, chemical, or physical agents as may be prescribed is notified.
 - v) it monitors at such time or times or at such an interval or intervals the levels of biological, chemical, or physical agents in the workplace and keep and post accurate records thereof as prescribed.
 - w) it complies with a standard limiting the exposure of a worker to biological, chemical, or physical agents as prescribed.
 - x) it provides for safety-related medical examinations and tests for workers as prescribed.
 - a. Where so prescribed, only permit a worker to work or be in a workplace who has undergone such medical examinations, tests, or x-rays as prescribed and who is found to be physically fit to do the work in the workplace.
 - b. Where so prescribed provide a worker with written instructions as to the methods and procedures to be taken for protection of the worker.
 - c. Carry out training programs for workers, supervisors, and committee members as may be prescribed.
 - d. Pay for, if a worker participates in a prescribed medical surveillance program or undergoes prescribed medical examinations or tests:
 - i. the worker's costs for medical examinations or tests required by the medical surveillance program or required by regulations.
 - ii. the worker's reasonable travel costs respecting examinations or tests.
 - iii. the time the worker spends to undergo the examinations or tests, including travel time, which shall be deemed to be work

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time for which the worker shall be paid at his or her regular or premium rates may be proper.

4. As the owner of workplaces that are not projects, the County shall:
 - a) ensure that such facilities as prescribed are provided.
 - b) any facilities prescribed to be provided are maintained as prescribed.
 - c) the workplace complies with the regulations.
 - d) no workplace is constructed, developed, reconstructed, altered, or added to except in compliance with the OSHA and Regulations.
 - e) where so prescribed, furnish to the MOLITSD any drawings, plans or specifications of any workplace as prescribed.
 - f) that drawings, plans, or specifications of mines (gravel pits by definition) are maintained and kept up to date not more than six months last past on a scale and showing matters or things as may be prescribed.
5. As the owner of workplaces that are projects, the County shall:
 - a) before beginning a project, determine whether any designated substances are present at the project site and shall prepare a list of all designated substances that are present at the site.
 - b) ensure that a prospective constructor of a project has received a copy of the designated substance list.
 - c) ensure that a prospective constructor of a project has received a copy of known conditions that may be hazardous to the workers on the project.

The County's Key Duties Checklist

OHS Policy Requirements:

1. There is an OHS policy in place.
2. The OHS policy is signed by the senior executive.
3. The OHS policy is posted in prominent locations throughout the workplace.
4. The OHS policy is communicated to all workers on a regular basis.

OHS Responsibility Requirements:

1. Each manager, supervisor and worker has clearly defined OHS responsibilities in their job description.
2. The JHSC has clearly defined OHS responsibilities.
3. All managers and workers are aware that they need to report all incidents, accidents and hazards.

Systems of Work Requirements:

1. Safe systems of work have been developed and documented for the OHS aspects of all work tasks, e.g., access and egress, electrical safety, first aid, heights, manual handling, visitors to the workplace, etc.
2. The systems assign OHS responsibilities.
3. The systems are regularly reviewed at management meetings.

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Work Procedure Requirements:

1. There is a set of procedures for all work tasks.
2. OHS is integrated into every work procedure.
3. The procedures are accessible to all workstations.
4. For work tasks where chemicals are used, there is a set of Safety Data Sheets (SDSs) located in prominent positions at relevant workstations.
5. For work tasks where personal protective equipment (PPE) is required, there is a set of instructions for use displayed in prominent positions at relevant workstations.
6. Emergency procedures are displayed in prominent positions at every workstation.

Supervision Requirements:

1. Managers and supervisors are conducting regular safety inspections of work areas.
2. Managers and supervisors are provided with safety checklists detailing what they need to monitor.
3. There is regular health monitoring of workers.
4. There are investigations into all lost time and non-lost time injuries.
5. Investigations are documented.

Training Requirements:

1. Managers and supervisors are conducting orientations for all new workers.
2. The orientation includes OHS.
3. A system is in place to identify each worker's skill level and training needs.
4. A training plan is in place.
5. There is documented evidence that training has been provided.

Risk Management Systems Requirements:

1. There is a risk assessment plan.
2. Risk assessments of existing tasks have been carried out.
3. Risk assessments on new tasks are carried out.
4. Risk assessments are conducted prior to and after the purchase and installation of new equipment and systems.
5. All risk assessments are documented.
6. The risk assessment process extends to contractor work.

C. Management

1. This level of the organization includes the Chief Administrative Officer, Directors, and the department managers.
2. The health and safety responsibilities attached to this level include that management shall:
 - a) ensure the working environment is maintained in a healthy and safe condition.
 - b) establish and maintain a written health and safety program, with objectives and standards consistent with applicable legislation as a minimum.

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- c) provide ongoing safety education, including but not restricted to WHMIS, First Aid, and Emergency Preparedness.
- d) provide standard operating procedures that include safe work practices.
- e) evaluate the health and safety performance of subordinates and divisions.
- f) provide first aid facilities as required.
- g) ensure that personal protective equipment, where required is provided and used.
- h) investigate and report accidents/cases of occupational disease to appropriate authority.

D. Supervisors

1. This level of the organization includes all those individuals who supervise the work of other workers, from the first line supervisor up and could include the department managers and/or directors.
2. The health and safety responsibilities attached to this level include that supervisors shall:
 - a) take care of the occupational health and safety of the workers within their respective area
 - b) be familiar with the applicable requirements of OSHA and the Regulations and ensure compliance.
 - c) understand and enforce the County's Health & Safety Policies and Procedures.
 - d) take every precaution reasonable in the circumstance for the protection of a worker.
 - e) ensure all equipment and tools are properly maintained in safe working order.
 - f) advise each worker of the existence of any potential or actual danger to the health and safety of the worker, of which the supervisor is aware.
 - g) where prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of the worker.
 - h) ensure workers receive proper training and instructions prior to commencement of work.
 - i) ensure that a worker works in a manner and with protective devices, measures and procedures required by the OSHA and regulations.
 - j) ensure that workers wear the appropriate PPE.
 - k) identify and inform senior management of occupational health and safety concerns.
 - l) investigate and determine the causes of all accidents and injuries and initiate or recommend corrective action.
 - m) ensure all workers, contractors and visitors comply with the requirements of the OHS Management Plan and OHS Policy.
 - n) ensure the OHS Policy and Plan are included in the planning phase of any new project.

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Supervisors' Key Duties Checklist

Systems of Work Requirements:

1. Supervisors conduct regular and planned OHS inspections of their work area.
2. Supervisors use detailed checklists to verify compliance to OHS systems and procedures.
3. Supervisors conduct periodic reviews to ensure that systems and procedures are adequate.
4. Supervisors conduct weekly checks to ensure compliance to systems and procedures.
5. Supervisors participate in accident and incident investigations relating to their area of supervision.
6. Supervisors present the findings of investigation results to their workers.

Training Requirements:

1. Each supervisor has documentary evidence regarding the skill level of each worker.
2. The documentary evidence includes records of worker attendance at orientation training, operational skills training, and personal safety requirements training.

Supervision Requirements:

Supervisors shall ensure that workers are trained and educated to avoid accidents due to:

- tampering with safety devices.
- improper manual handling of goods.
- failure or improper use of PPE.
- failure to isolate machinery/equipment.
- intoxicated workers.
- failure to follow procedures.
- inadequate machinery guarding.
- defective tools/equipment.
- poor housekeeping.
- inadequate lighting.
- failure to capture dust/fumes.

Dealing with Contractors Requirements:

1. Supervisors ensure that contractors report to them prior to starting a job.
2. Supervisors ensure contractors comply with organizational procedures.
3. Supervisors ensure contractors report to them at the end of a job.

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E. Workers:

1. This level of the organization includes all workers in the workplace, up to and including the Chief Administrative Officer and Councillors, as well as those individuals on the County payroll on a contract basis.
2. The health and safety responsibilities attached to this level include that workers shall:
 - a) participate in required training and instructions prior to commencement of work.
 - b) learn, understand, and practise standard operating procedures.
 - c) be familiar with and comply with the provisions of the OHSA and Regulations and the County's Health and Safety Policies and Procedures.
 - d) take every precaution reasonable to protect themselves and fellow workers from health and safety hazards and unsafe situations.
 - e) report unsafe acts or conditions to, first, their supervisor or designate in their absence, and then health and safety committee or health and safety representative.
 - f) report any occupational injury or illness immediately to their supervisor or designate in their absence.
 - g) use personal protective equipment, where required.
 - h) report any contraventions of the OHSA or Regulations to their supervisor or designate in their absence.
 - i) ensure they are able to perform any work competently and safely they undertake.
 - j) NOT remove or make ineffective any protective device required by the regulations or the County without providing an adequate temporary device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately.
 - k) NOT use or operate any equipment, machine, device or thing or work in a manner that may endanger themselves or any other worker.
 - l) NOT engage in any prank, contest, feat of strength, unnecessary running, or rough and boisterous conduct.
3. A worker is NOT required to participate in a prescribed medical surveillance program unless the worker consents to do so.

Workers' Key Duties Checklist

Complying with Training Requirements:

1. New and returning workers participate in orientation training.
2. Workers participate in training where special permits are required, e.g., crane operation, first aid, and forklift driving.
3. Workers participate in ongoing training to keep up with new systems and procedures, e.g., changes to regulations, changes to codes of practice and changes to standards of operations.

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Complying with Procedures Requirements:

1. Workers are consulted in the process of developing organizational systems and procedures.
2. The County has a procedure that entitles workers to refuse to perform any work which is perceived to be unsafe or not to conform with any statutory authority's regulations.
3. Workers use relevant PPE, such as eye, hearing, foot, hand, or other PPE, and they comply with its requirements.
4. Workers are aware of their duty to comply with special permit conditions, e.g., crane operation, forklift driving and first aid, and other special permits as required by legislation.
5. Workers are performing only those tasks for which they were trained and qualified.
6. Workers seek medical assistance for every injury at work, no matter how minor.
7. There are no cases of workers affecting the health and safety of others at work by:
 - a) smoking in a vehicle used for work or within 9 meters of any County building.
 - b) becoming intoxicated.
 - c) tampering with any safety devices, e.g., making machine guarding inoperative.
 - d) creating hazards at work, e.g., creating trip and fall hazards by improper housekeeping.
8. Workers comply with all work systems and procedures.
9. Accidents are occurring as a result of not following instructions.
10. Workers are reporting all accidents/incidents regardless of the cause and severity of injury.

F. Contractors and Sub-Contractors:

1. This classification is external to the County's organization and includes all those individuals or organizations working on a contract project for the county.
2. The health and safety responsibilities attached to this classification include that contractors and sub-contractors shall:
 - a) demonstrate the establishment and maintenance of a health and safety program, with objectives and standards consistent with applicable legislation and the County's Health and Safety Policy and requirements.
 - b) include health and safety provisions in their management system to reach and maintain a consistently high level of health and safety.
 - c) ensure that their safety plan and safe work method statements for the work to be undertaken are filed with the County before the commencement of any work and complied with throughout the duration of the assignment.
 - d) adhere to the safe work practices and any other health and safety requirements of the County.
 - e) immediate provision of information regarding any accident, incident, or dangerous occurrence they become aware of during their assignment to the County.

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- f) perform all work activities in accordance with OHS legislation, standards and criteria as agreed to by the County.
 - g) provide safe tools, equipment, training and OHS policies and plans for its workers.
 - h) implement OHS policy and plans that ensure the safety of people other than their own workers, including workers, visitors to the workplace and other contractors of the County.
 - i) maintain an area clearly defining the limits of the work zone separating other activities outside the work zone in the workplace.
 - j) provide a certificate of compliance demonstrating that their workers are properly covered by Workplace Safety and Insurance Board in case of accidental injury or occupational illness and ensuring that they have adequate liability insurance.
 - k) ensure the workers in their employ are aware of the hazardous substances and conditions that may be at the workplace and wear the appropriate personal protective equipment required for the area.
3. This section will be included in all contracts tendered and proof of the above may be required by the County at any time from tendering to project completion.

Checklist of Duties in Relation to Contractors

Requirements:

1. The contractual arrangements between the parties clearly assign responsibility for all aspects of occupational health and safety in a manner that is consistent with the applicable laws.
2. The use by the contractor of sub-contractors is addressed.
3. The contracting organization (“employer”) has conducted a compulsory safety orientation program to ensure that the safety aspects of the work are understood (e.g., what to do in case of a fire or occupational injury).
4. The contract enables the contracting organization to conduct safety inspections and audits of the contractor’s work and clearly provide for the measures that may be taken should that performance by the contractor be unsatisfactory.
5. The contracting organization has adequately trained any of its workers who will be involved in the supervision of contractors.
6. The contracting organization has adequate record keeping systems to ensure that important documents relating to the work of contractors (such as permits to work, training records and contracts) are retained.
7. The contractor clearly identifies the limits of the work zone.

G. Visitors and General Public:

1. This classification is external to the County's organization and includes all those individuals or organizations not identified in the above classifications.
2. Where appropriate, signs will be posted at entrances to inform visitors and the general public about restricted access or the requirement to report to a receptionist before proceeding further.

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3. Visitors will be required to wear any and all protective equipment required to be used at the worksite.
4. Visitors and the general public will not be allowed to wander unescorted, through areas that are normally restricted to workers.
5. Should a visitor be required to enter a work area that is normally restricted to County workers, the supervisor will be responsible for ensuring that the visitor is aware of the relevant workplace hazards and safety rules and is under the supervision of a regular worker.

H. Joint Health and Safety Representatives

Joint Health and Safety Representatives are responsible for:

- representing designated work groups when dealing with the County on matters relating to occupational health and safety
- consulting with workers on a regular basis
- inspecting workers' designated work areas.
- participating in all workplace accident and incident investigations.
- participating in all change discussions and developments that may affect the occupational health and safety of workers.
- assisting with work refusals or work stoppages.

Joint Health and Safety Representatives' Functions Checklist

Requirements:

1. Workers have elected Joint Health and Safety Representatives (JHSRs) to represent their designated work groups.
2. The JHSRs have access to information about health and safety matters within the possession of the County.
3. The JHSRs formally consult with workers in their designated work groups at least monthly.
4. The JHSRs inspect their designated work area to identify substandard working conditions at least monthly.
5. The County and JHSRs conduct health and safety meetings at least quarterly.
6. JHSRs are consulted about changes that may affect the health and safety of workers, including changes to processes, purchase of new equipment or machinery, purchase of any new or hazardous substances, and development of new OHS policies and health and safety standards.
7. JHSRs participate in all incident and accident investigations.

I. Joint Health and Safety Committees

The County will establish Joint Health and Safety Committees (JHSC) in compliance with the individual workplaces of following departments:

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1. Corporate Services, Finance and Provincial Offences Services, Information Technology Services, Community and Social Services
2. Transportation, Waste and Facility Services
3. Golden Plough Lodge Long Term Care Services
4. Public Works Roads Services
5. EMS Paramedic Services
6. Facilities Services and Economic Development, Land Use Planning & Tourism Services, Communications Service
7. OAFVC Services

The JHSC members are responsible to:

- meet at least once every three (3) months;
- maintain and post a yearly schedule for meetings and inspections;
- maintain and post meeting minutes and completed inspections;
- participate in the formulation of occupational health and safety policies, plans, procedures and standards;
- consult with County workers regarding occupational health and safety concerns; and
- consult with County management regarding worker occupational health and safety concerns.

Health and Safety Committee Functions Checklist

1. Each County department has a joint worker and management JHSC.
2. The JHSCs meet at least every three (3) months.
3. The JHSCs' members may be trained and accredited as Safety Committee members.
4. The JHSCs' authority and responsibilities are clearly defined in writing.
5. These responsibilities have been communicated by the County to all workers.
6. There is a system used which ensures that JHSC recommendations are received, considered and appropriately addressed.
7. The JHSCs effectively participate in the formulation of OHS policies, OHS plans, OHS procedures and OHS standards.
8. The JHSCs have a system to process worker requests regarding OHS concerns.
9. The JHSCs have a system or process to provide feedback to workers regarding OHS concerns.
10. The JHSCs conduct planned safety inspections at least monthly.
11. Minutes of JHSC meetings are maintained and made available to all workers.

J. Health Safety and Emergency Planning Department

The Health Safety and Emergency Planning (HSEP) department is responsible for:

- working with all levels of the County to develop and implement occupational health and safety plan and policy;

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- providing expert occupational health and safety advice;
- keeping current with changes to occupational health and safety legislation and practice;
- assisting with the coordination of workplace training; and
- maintaining the County's Occupational Health and Safety Manual.

HSEP Department Responsibilities Checklist

OHS policies, procedures and safety instructions requirements:

The HSEP department, in collaboration with County managers, JHSCs and workers, is responsible to:

1. develop annual OHS plans and OHS objectives.
2. conduct regular safety inspections of the workplace.
3. conduct regular hazard identification, risk assessments and control measures.
4. ensure that hazards and unsafe conditions are reported and addressed.
5. ensure severe accidents are investigated and investigation results implemented.
6. produce monthly OHS reports to management.
7. ensure that risk assessment of machinery is carried out at the design and commissioning stages.
8. develop safety training programs for managers and workers.
9. participate in the JHSC meetings.
10. conduct contractor safety compliance monitoring.
11. ensure maintenance of first aid records.
12. ensure maintenance of rehabilitation records.
13. ensure maintenance of risk assessment records.
14. monitor workers' compliance to PPE requirements.

OHS advice and legislation requirements:

1. The HSEP department is providing expert advice.
2. The HSEP department is keeping up to date with changes in legislation.

K. Purchasing Supply Chain and Risk Management Department

The Purchasing and Risk Management Department is responsible to:

- provide evidence to the County that machinery and systems have been tested and verified to be safe.
- ensure that machinery and systems meet legislative requirements and standards.
- provide information and documentation on the safe operation of machinery and systems.
- provide adequate safety data sheets for substances supplied to the County.
- ensure that substances have adequate labelling.
- provide safe handling procedures of supplied substances.

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Checklist of Manufacturers' Duties

Machinery and System Requirements:

1. There is evidence that testing has been carried out to verify the safety of machinery and systems.
2. There is evidence that machinery and systems have undergone hazard identification.
3. There is evidence that the appropriate hazard controls have been added to machinery and systems.
4. Machinery and systems comply with legislation, regulations, standards and codes of practice.
5. There is information and documentation provided on the operation of machinery and systems, such as operation manuals, maintenance manuals including preventive maintenance requirements, and a critical parts list.

Substance Requirements:

1. Adequate SDSs are provided with substances.
2. Substances are adequately labelled.
3. There is evidence that substances and their prescribed handling methods have been tested by the manufacturer to ensure the health and safety of users.

Policy Training / Communication:

Workers will receive training and evaluation on this policy in accordance with the Training Section of the Corporate Health and Safety Policy Manual. Workers are encouraged to provide continuous feedback on the policy to their supervisor and Health and Safety Representative. Communication will be through the following methods:

- i. The Corporate Health and Safety Policy Manual
- ii. Staff Training Sessions
- iii. Health and Safety Meetings / Minutes
- iv. Staff Orientation
- v. Performance Appraisals

Policy Review

The Corporation of the County of Northumberland will review this policy as inclusion in the Corporate Health and Safety Policy Manual. The review will be completed by the Joint Health & Safety Committees and Management Team and may include feedback from all County workers.

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Acknowledgement & Agreement

I, _____, acknowledge that I have read and understand the Health & Safety General Responsibilities Policy of the Corporation of the County of Northumberland. Further, I agree to adhere to this policy, and I understand that if I violate the procedures outlined in this policy, I may face corrective action, up to and including termination of employment.

Name (please print): _____

Signature: _____

Date: _____

Witness: _____