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**By-law ##-2025**

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**A By-law to Formulate the Corporate Occupational Health and Safety Policy 2025 and to Repeal By-law 02-2024**

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**Whereas** the *Occupational Health and Safety Act*, RSO 1990, c. O1, Subsection 25 (2) instructs the employer to:

- (j) prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy; [and]
- (k) post, in a conspicuous place at the workplace, or in a readily accessible electronic format, a copy of the occupational health and safety policy'; and

**Whereas** the County of Northumberland’s Mission guides staff to strive for best practice: “To be a best practices leader of County government and a collaborative partner with our member municipalities and community partners; and

**Whereas** it is best practice to adopt the Corporate Occupational Health and Safety Policy annually;

**Now Therefore Be It Enacted** as a by-law of the Council of the Corporation of the County of Northumberland as follows:

1. **That** the Occupational Health and Safety Policy 2025 attached hereto as Schedule “A” and forming part of this by-law is hereby approved; and
2. **That** By-law 02-2024 is hereby repealed.

**That** By-law ##-2025 be introduced and be deemed to be read a first, second and third time, passed, signed and sealed this 22<sup>nd</sup> day of January, 2025.

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**Brian Ostrander, Warden**

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**Maddison Mather, Clerk**

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## Schedule “A” to By-law **XX-2025**

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### **POLICY HS 1.2 – Corporate Health and Safety Policy**

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**Policy Type: Health and Safety**

**Subsection: Program-Intro-Policy-Response**

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**Policy Title: Corporate Health and Safety Policy 2025**

**Policy Number: HS 1.2**

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**Policy Approved By: Northumberland County Council**

**Effective Date: January 22, 2025**

**Revised:**

**Applicable To: All Employees**

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### **POLICY STATEMENT**

The Corporation of the County of Northumberland’s (the County) Mission is

“To be a best practices leader of County government and a collaborative partner with our member municipalities and community partners.”

This Mission includes the County’s commitment to provide a safe and healthy workplace through the elimination of workplace hazards causing injury, harassment, and violence for all its workers, contractors, volunteers, and visitors. The County believes that all services provided are of extreme importance, however, no job is so urgent that time and care cannot be taken to conduct work safely.

### **OBJECTIVE**

The objective of this policy is to comply with the Occupational Health and Safety Act by being the County’s written commitment to protecting worker safety.

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## SCOPE

This policy applies to all workers in all operations of work with the County. It applies in any location in which workers are engaged in work-related activities.

## AUTHORITY

Implementation and authority of this policy shall follow the Internal Responsibility System within the County whereby all workers, supervisors, managers, directors, and County Council have a responsibility for a safe work environment, complying with the following legislation:

- Occupational Health and Safety Act (OHSA) and Regulations, R.S.O. 1990, c. O1, Section 25 (2)(j), (2)(k)

## PROCEDURES

The County's Vision is:

“To bring together people, partnerships and possibilities for a strong and vibrant Northumberland County.”

Workers at all levels are the most valuable asset to the County. The Executive Management Team and County Council will allocate appropriate resources to support staff in managing the health and safety program initiatives and innovative safe work practice.

To ensure the continual improvement of the Health and Safety Program and protection of all workers, the County as a whole, through the Internal Responsibility System, will be guided by the following Corporate Values in all our actions and decisions:

1. **Caring and Supportive:** Provide training, education, and resources to all County workers.
2. **Collaboration and Communication:** Recognize the importance of providing support and resources to the Joint Health and Safety Representatives (JHSR) in meeting and exceeding legislative obligations of hazard identification and assessment and safe work measures.
3. **Honesty and Integrity:** Appreciate all worker's legal obligation to report unsafe work conditions.
4. **Mutual Trust and Respect:** Appreciate all workers' rights to:
  - a. Know about hazards in the workplace
  - b. Participate in expressing their opinion of safe work practice

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- c. Refuse any work which may endanger a worker.
- 5. **Innovation and Excellence:** Meet or exceed regulatory compliance with applicable federal, provincial, and municipal legislation.
- 6. **Accountability:** Take every precaution reasonable in the circumstances to protect its workers. All workers are accountable to address and report workplace hazards to their supervisor, manager or Joint Health and Safety Representative (JHSR). Health and safety performance will be systematically evaluated through appropriate measures and report of progress.

## TRAINING

All County workers will be provided with appropriate information, instruction, and supervision to protect their health and safety. All workers are encouraged to provide continuous feedback on the policy to their supervisor and JHSRs. Communication will be through the following methods:

- Corporate Health and Safety Policy Manual
- New employee orientation
- Staff training sessions and safety talks
- Joint Health and Safety Committee meetings and minutes

Training shall include:

- Policy reviews
- Emphasis on the last sentence of the County's Mission Statement

## REVIEW

The County will review this policy for County Council approval in January of each year.

Dated \_\_\_\_\_

Signed: \_\_\_\_\_

Brian Ostrander, Warden

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Jennifer Moore, Chief Administrative Officer