

# Individual Health & Safety Responsibilities Policy Township of Springwater

Approved: April 19, 2010  
Effective: April 19, 2010  
Next Review: January 2011

Department: All Departments  
Subject: Responsibilities, Health &  
Safety  
Policy Number: A09 - IN

## A. Policy Statement

The Corporation of the Township of Springwater in its capacity as an employer is responsible for carrying out the responsibilities and duties outlined through the delegation of these functions to individuals in the corporation.

All individuals in the workforce, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined.

## B. Purpose

The purpose of the Individual Health and Safety Responsibilities Policy is to provide a guideline which outlines the health and safety responsibilities of various workplace parties.

## C. Scope

This Policy applies to all persons employed by the Township including part-time firefighters, contractors and sub-contractors.

## D. General

This Policy shall be administered by all departments.

This Policy shall be referred to as the 'Individual Health & Safety Responsibilities Policy'.

This Policy shall come into force and effect on the date of passing.

This Policy shall be reviewed annually in January.

## E. Authority

The authority for the Individual Health & Safety Responsibilities Policy shall be by the endorsement of the Township of Springwater's Joint Health and Safety Committee and by the approval of the Township of Springwater Council.

**ATTACHMENT A**  
**PROCEDURES FOR THE INDIVIDUAL HEALTH & SAFETY RESPONSIBILITIES**  
**POLICY**

**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 the responsibilities are carried out.
4. The prescribed policy refers to sections of the *Occupational Health and Safety Act* (OHSA) and Regulations for Industrial Establishments, Construction Projects or Mines and Mining Plants

**ATTACHMENT B**  
**PROCEDURES FOR THE INDIVIDUAL HEALTH & SAFETY RESPONSIBILITIES**  
**POLICY**

**EMPLOYER (OHS SECTION 25(1), (2), 26(1), (3))**

This level of the organization includes the Chief Administrative Office.

Ensure that:

1. All applicable sections of the *Occupational Health and Safety Act* are complied with
2. Equipment, materials and protective devices as prescribed are provided
3. Equipment, materials and protective devices are maintained in good condition
4. Prescribed measures and procedures are carried out
5. Equipment, materials and protective devices are used as prescribed
6. 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*
7. Provide information, instruction and supervision to a worker to protect their health and safety
8. When appointing a supervisor, appoint a competent person
9. Acquaint 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
10. Afford 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
11. Only employ in or about the workplace a person over such age as may be employed
12. Not knowingly permit a person who is under such age as may be prescribed in or about a workplace
13. Take every precaution reasonable in the circumstances for worker protections

14. Post in the workplace, a copy of the *Occupational Health and Safety Act* and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers
15. Prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy
16. Post at a conspicuous location in the workplace a copy of the occupational health and safety policy
17. Provide to the committee or to a health and safety representative the results of a report respecting occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety
18. Advise workers of the results of a report and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety
19. Establish an occupational health service for workers as prescribed
20. Where an occupational health service is established, maintain the same according to the standards prescribed
21. Keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed
22. Accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed
23. Notify a director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed
24. Monitor 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
25. Comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed
26. Establish a medical surveillance program for the benefit of workers as prescribed
27. Provide for safety-related medical examinations and tests for workers as prescribed

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28. Where so prescribed, only permit a worker to work or be in a workplace that 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
29. Where so prescribed, provide a worker with written instructions as to the methods and procedures to be taken for protection of the worker
30. Carry out such training programs for workers, supervisors and committee members as may be prescribed
31. Ensure that there is a Progressive Discipline Policy in place for the Corporation

**ATTACHMENT C**  
**PROCEDURES FOR THE INDIVIDUAL HEALTH & SAFETY RESPONSIBILITIES**  
**POLICY**

**MANAGEMENT**

This level of the organization includes the Chief Administrative Officer and the Directors and Deputy Directors.

The health and safety responsibilities attached to this level include the following:

1. Ensure compliance with Section 25 and 26 of the *Occupational Health and Safety Act*
2. Ensure the working environment is maintained in a healthy and safe condition
3. Establish and maintain a written health and safety program with objectives and standards consistent with applicable legislation as a minimum
4. Provide ongoing safety education through the annual training plan and safety meetings (i.e. safety talks, tailgate meetings), including but not restricted to WHMIS and First Aid
5. Provide standard operating procedures that include safe work practices
6. Evaluate the health and safety performances of subordinates and divisions
7. Provide first aid facilities as required
8. Ensure that personal protective equipment, where required, is provided and used
9. Investigate and report accidents / cases of occupational disease to appropriate authority
10. Investigate and report incidents to appropriate authority
11. Responsible for ensuring that workplace inspections are performed apart from those conducted by the JHSC/HC representatives
12. Responsible for correcting substandard acts or conditions
13. Responsible for commending good health and safety performance
14. Responsible for performing employee safety observations

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15. Accountable for health and safety performance and that employees are to be reviewed annually (performance appraisals)
16. Responsible for performing regular crew visits
17. Set a good example by always wearing the appropriate PPE when required
18. Ensure that all senior management, departmental, or labour / management meetings have health and safety as a topic on the agenda
19. Ensure that managers regularly attend staff meetings where health and safety is on the agenda
20. Ensure that health and safety reference materials are readily available to supervisors and workers
21. Ensure that safety is a component of the Township of Springwater's hiring criteria
22. Ensure that physical capabilities are evaluated for new or transferring employees
23. Ensure that a pre-placement medical is required for new hires, when required
24. Ensure that a contract administrator is assigned to larger projects
25. Apply the Corporation's Progressive Discipline Policy

**ATTACHMENT D**  
**PROCEDURES FOR THE INDIVIDUAL HEALTH & SAFETY RESPONSIBILITIES**  
**POLICY**

**SUPERVISORS**

This level of the organization includes all those individuals who supervise the work of other employees, from the front line supervisors up and could include the Directors, Deputy Directors or Chief Administrative Officer.

The health and safety responsibilities attached to this level include the following:

1. Ensure compliance with Section 27 of the *Occupational Health and Safety Act*
2. Take care of the occupational health and safety of the employees within their respective area
3. Be familiar with the applicable requirements of the *Occupational Health and Safety Act* and the regulations, and ensure compliance
4. Understand and enforce the Township of Springwater's health and safety policies and procedures
5. Responsible for ensuring that weekly workplace inspections are performed apart from those conducted by the JHSC/HS representatives
6. Ensure that employees wear the appropriate personal protective equipment
7. 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
8. Investigate and determine the causes of all incidents / accidents and initiate or recommend corrective action
9. Take every precaution reasonable in the circumstance for the protection of the worker
10. Ensure workers receive proper instruction and training, including prior to the commencement of work – provide inputs to the annual training plan
11. Identify and inform superiors of occupational health and safety concerns
12. Responsible for correcting substandard acts or conditions
13. Responsible for commending good health and safety performance

14. Assist Management in applying the Corporation's Progressive Discipline Policy
15. Responsible for performing employee safety observations
16. Accountable for health and safety
17. Responsible for performing regular crew visits
18. Set a good example by always wearing the appropriate PPE when required
19. Hold monthly safety talks / tailgate meetings, discuss new policies and procedures as they occur
20. Ensure that health and safety reference materials are readily available for workers
21. Ensure that safety is a component of the Township of Springwater hiring criteria

**ATTACHMENT E**  
**PROCEDURES FOR THE INDIVIDUAL HEALTH & SAFETY RESPONSIBILITIES**  
**POLICY**

**WORKERS / CONTRACT / TEMPORARY WORKERS (SUPPLIED LABOUR)**

This level of the organization includes all workers in the workplace, up to and including the Chief Administrative Officer, as well as those individuals on the Township's payroll on a contract basis.

The health and safety responsibilities attached to this level include the following:

1. Ensure compliance with Section 28 of the *Occupational Health and Safety Act*
2. Learn, understand and practice standard operations procedures
3. Responsible to work safely, work in compliance with the Act, wear Personal Protective Equipment, report hazards, not remove guards and not engage in pranks or other dangerous conduct
4. Comply with the Township of Springwater's health and safety policies and procedures
5. Take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations
6. Report unsafe acts or conditions to their supervisors, health and safety committee, or health and safety representative
7. Report any near-miss incident or loss immediately to their supervisor
8. Report any occupational injury or illness immediately to their supervisor
9. Use personal protective equipment, where required
10. Report any contraventions of the *Occupational Health and Safety Act* or regulations to their supervisors or employer
11. Participate in annual performance appraisals that include health and safety
12. Recognize and, if required, participate in the Corporation's progressive discipline process
13. Recognize ongoing initiatives to improve safety performance (good idea, recognize them, can be within the tailgate session)

14. Participate as part of special study teams to review tool design and new or existing work procedures
15. Participate in the development of new policies and procedures

**ATTACHMENT F**  
**PROCEDURES FOR THE INDIVIDUAL HEALTH & SAFETY RESPONSIBILITIES**  
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**CONTRACTORS AND SUB-CONTRACTORS**

This classification is external to the Township of Springwater and includes all those individuals or organizations working on a contract for the Township.

The health and safety responsibilities attached to this classification include the following:

1. Ensure compliance with Section 28 of the *Occupational Health and Safety Act*
2. Demonstrate the establishment and maintenance of a health and safety program, with objectives and standards and provide qualified workers and meet all applicable legislation as well as the Township of Springwater's health and safety policy and procedures
3. Ensure health and safety of Contractors' workers
4. Provide a WSIB clearance certificate or equivalent insurance
5. Ensure the workers in their employ are aware of the hazardous substances that may be in use at the workplace and wear the appropriate personal protective equipment required for the area

This section will be included in all contracts tendered and proof of the above may be required by the Township at any time from tendering to project completion.

**ATTACHMENT G**  
**PROCEDURES FOR THE INDIVIDUAL HEALTH & SAFETY RESPONSIBILITIES**  
**POLICY**

**HEALTH AND SAFETY COORDINATOR**

The health and safety responsibilities attached to this level include the following:

1. Formulate and implement the Township of Springwater's health and safety program
2. Establish and implement policies and procedures to ensure compliance with provincial legislation – *Occupational Health and Safety Act* and *Workplace Safety and Insurance Act*
3. Co-ordinate activities with the Joint Health and Safety Committee
4. Represent the Township of Springwater when meeting with Ministry of Labour
5. Assist in conducting accident / incident investigations
6. Has training in:
  - applicable safety legislation;
  - injury / incident investigation;
  - planned workplace inspection; or
  - basic certification training (WSIB)
7. Report directly to a top management official
8. Keep up to date on safety issues, and attend training courses and seminars that are beneficial to the health and safety program and its development
9. Keep management apprised of changes in legislations