



ADMINISTRATIVE DIRECTIVE

DIRECTIVE NO.: 2014-02
EFFECTIVE DATE: September 25, 2014
DATE REVIEWED: September 25, 2014

SUBJECT: **CORPORATE SAFETY POLICY**

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Safety Philosophy

The safety and health of all our employees is of great importance to the City of Whitehorse. The City believes that no employee should be injured on the job. Further, we trust that, with the full cooperation, participation and support of all employees, unions and management we can develop, implement and maintain an effective health and safety program. This program will prevent and reduce accidents and incidents that result in personal injury and damage to property and equipment. It will ensure that acceptable industry standards, practices and procedures are maintained for all City of Whitehorse employees.

Our Commitment to Safety

The City of Whitehorse is committed to providing the necessary resources to ensure work is carried out in the safest manner, day to day. To this end we will provide:

- A complete safety orientation on the first day of employment for each new employee,
- safety training for all employees in hazard assessment and controls, safe work practices and procedures and the proper tools and equipment to do the job,
- supervision to ensure the job is done correctly,
- time to review safety procedures prior to each task, and
- time to do the work safely.

Emergency plans will be in place to deal with the unexpected.

We are committed to providing quality work, in a timely fashion, with the health and safety of our employees at the forefront of all our actions, every working day.

Safety Objectives

The City develops, implements and maintains a comprehensive safety program for all employees that prevents accidents and promotes safety consciousness, both on and off the job. Employees must identify any safety hazards that are on the job and take immediate steps to correct them. City workplaces must be safe at all times.

The requirements of Federal and Territorial legislation shall be the fundamental building blocks of all our practices and procedures. We shall meet or exceed these minimum standards for the health and safety of all our employees.

It is expected that every employee will join with us in our goal to make the City of Whitehorse one of the safest places to work in Canada.



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Responsibilities for Safety:

All employees, regardless of their position, as well as suppliers and contractors, are responsible for a safe and hazard-free work environment. To achieve the City's safety objectives, each person must actively participate in the safety management program.

Responsibilities for safety are shared by everyone. They differ from one position to another and are outlined here for all to reference and use in their daily work activities.

1. City Manager

This position is legally classed as "the employer" under the Occupational Health and Safety (OH&S) Act. This person is truly in a position of authority over all City of Whitehorse operations. Safety responsibilities for this position are of a high and often generic nature. They include:

- Ensuring that a health and safety program is developed and maintained,
- Ensuring that employees are informed of their roles, rights and responsibilities for safety during orientation and regular safety meetings,
- Ensuring that employees are made aware of all workplace hazards by requiring participation in documenting hazard assessment and controls for all tasks with potential for injury or property damage prior to commencement of the task,
- Ensuring that instruction and training for employees is provided including but not limited to use, care and limitations of personal protective equipment,
- Ensuring that general safe work practices and step by step safe work procedures are developed, available for all, implemented and reviewed on a regular basis,
- Ensuring that workplace, equipment and processes are safe and minimize risk to the health and safety of employees with regular inspections and an established preventative maintenance program for all tools and equipment,
- Ensuring employees are adequately supervised, and
- Working with the safety committee to assist it to perform its' duties and ensure a safe and healthy work place.



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2. Directors and Managers

Directors and Managers are responsible for participating fully in the safety management program, by providing leadership and actively promoting the program as an integral part of managerial responsibilities.

Directors/Managers are therefore accountable for the following safety responsibilities:

- Providing initial safety orientation to employees on their first day where no other supervisor exists including but not limited to ensuring that employees are informed of their roles, rights and responsibilities for safety,
- Organizing, maintaining and enforcing departmental safety programs relevant to each department's operations and conducting them in cooperation with other City Departments,
- Establishing and enforcing written hazard assessments, safe work practices and procedures appropriate to the requirements and operations of the department in accordance with governing legislation,
- Maintaining safe working conditions and procedures by encouraging the development of attitudes conducive to safety among employees,
- Identifying and providing training necessary to ensure that all department personnel are aware of dangers inherent in their work place and the proper procedures to protect themselves,
- Ensuring that all accidents, employee injuries and property damage, occurring within the department's control, are properly reported, investigated, where required, and preventive measures are taken,
- Ensuring that the need for proper safety equipment and personal protective equipment is identified, and that such equipment is in good repair and is utilized by department personnel,
- Implementing an emergency plan for serious accidents or serious injury as defined by the OH&S Act, and
- Evaluating all recommendations of the Safety Committee, responding to the Committee and implementing recommendations which are within the scope of the Directors/Manager's authority.



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3. Supervisors (includes Leadhands and Crew Leaders)

The success of the City's safety management program depends on the sincere, constant and cooperative effort of all supervisors. They are the "on the ground" people who make the safety program work through clear direction, active participation and support. Supervisors are responsible for:

- Setting a good example for other staff by observing safety rules and procedures at all times,
- Providing initial safety orientation to employees on first day, including but not limited to ensuring that employees are informed of their roles, rights and responsibilities for safety,
- Ensuring employees are familiar with and follow the City's safety management program,
- Providing complete safety training and instruction to employees prior to the assignment of duties, in writing when required,
- Monitoring department safety training to ensure employees have safety and first aid certification as required,
- Ensuring, so far as is reasonably practicable, work is performed without risk,
- Advising employees of any actual or potential hazards of the work through completion and review of hazards assessments and safe job procedures,
- Conducting and documenting regular safety meetings with their staff,
- Reviewing submitted hazard assessments,
- Ensuring employees inspect, use and wear all safety equipment and personal protective equipment required by law while conducting work, as well as documenting all non-compliance,
- Continually observing for unsafe practices and conditions and taking prompt corrective action to eliminate potential causes of accidents and injuries,
- Providing full support, assistance and cooperation to Safety Committee members engaged in work place inspections and/or investigations,
- Implementing the safety program and ensuring good housekeeping and proper maintenance of tools, equipment and safety devices, and
- Promptly and completely reporting all accidents, injuries and damages.



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4. Workers

The cooperation and support of all workers is critical to the success of our safety management program. The program requires buy-in and participation from all workers to ensure it will function for all. Workers are responsible for:

- Knowing and complying with all safety rules, regulations, procedures and the City's safety management program,
- Following instructions and training provided for their safety,
- Cooperating fully toward the achievement of a successful safety program,
- Taking all necessary precautions to protect themselves, their fellow workers, and the equipment and property they are working with,
- Detecting, correcting and reporting hazardous conditions, practices and behaviour in their work place and making suggestions for correction to their Supervisor, Manager/Director,
- Reporting all accidents, injuries, near misses and damage immediately to their Lead Hand, Supervisor or the Safety Specialist,
- Inspecting and using all the personal protective equipment and other safety devices appropriate to the work as required by regulations,
- Following emergency response procedures in the event of fire, accident or other emergency situation, including first aid services available at the time,
- Participating in any safety related training offered by the City, including first aid training, and
- Maintaining current certification in all safety training requirements.

5. Safety Committee

The Safety Committee is an advisory committee reporting to the City Manager. It provides a forum in which safety matters are brought forward and discussed, with the object of identifying deficiencies which may exist and recommending measures to correct them.

The Safety Committee is responsible for:

- Meeting at least once each month, or at the call of the Chairperson or any two members,
- Conducting inspections of City workplaces for the purpose of identifying working conditions or procedures which may be hazardous,



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- Making recommendations to the City Manager, as required, on health and safety matters considered necessary, and advising and bringing to the attention of the City Manager any matter involving health or safety, and
- Promoting safe work habits and helping promote a new safety culture among City workers.

6. First Aiders (Employees with First Aid Responsibility)

First Aiders are an integral part of our emergency response plan. Each workplace has at least one person qualified in Standard First Aid/Level C CPR. These people are there to serve any injured worker. Their responsibilities include:

- Tending to any injured employee,
- Maintaining service to a seriously injured worker until medical assistance arrives to take over,
- Ensuring there are adequate first aid supplies at their workplace,
- Maintaining a current certification,
- Assisting investigators with accident reports when required,
- Providing information to those completing injury report forms, and
- Recording the injury and treatment provided to injured employees.

7. Occupational Health and Safety Specialist

Primary responsibility for assisting in the development and coordination of a comprehensive safety management program for the City of Whitehorse rests with the Health and Safety Specialist. This is done in conjunction with the Managers.

The Health and Safety Specialist is responsible for:

- Making recommendations regarding responsibilities and standards for occupational health and safety practices, procedures and policies to all positions within the organization,
- Providing research and technical advice on purchases of safety equipment
- Ensuring that health and safety standards, administrative directives and policies are current and updated as required throughout the organization,
- Interpreting and recommending the implementation of the Occupational Health and Safety Act and Regulations,
- Communicate with other agencies and act as the City's representative in regards to occupational health and safety matters,



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- Recommending and coordinating or performing safety training, including but not limited to WHMIS, respiratory equipment fit testing, driver training program, etc.,
- Promoting safety and ensuring or performing regular safety inspections,
- Investigating injuries to employees and accidents involving City owned vehicles and equipment, recommending action to prevent future incidents, and distributing accident information to further the understanding of various safety problems,
- Assisting Directors, Managers, Supervisors in fulfilling their responsibilities for safety, and
- Monitoring the efforts of the Safety Committee to ensure inspections and investigations are regularly carried out.

8. Suppliers

Suppliers of tools, equipment, controlled products, machines or any device used at a workplace must ensure that the goods/services or product supplied complies with the OH&S Act and regulations and are provided in accordance with any rules or regulations as required by the Authority Have Jurisdiction (AHJ).

9. Contractors

Contractors engaged in projects for the City of Whitehorse have a responsibility to ensure that:

- They are COR certified, have a safety program in place, and submit any safety related documentation the project manager requests in a timely fashion if the work they will undertake is construction in nature,
- They attend project safety meetings, both prior to start up and during the project, to discuss safety matters,
- They ensure any workers who performs work on the jobsite are orientated to the known hazards and all safety measures implemented,
- The work is performed in accordance with the OH&S Act & regulations and all personnel working on the project comply with the OH&S Act & regulations,
- The health and safety of everyone on the project is protected as well, the environmental impact is minimal and,



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- Where the work performed is not construction in nature and COR certification is not required they will adhere to City of Whitehorse Health and Safety Program.

Original signed

Christine Smith
City Manager

This Administrative Directive replaces #90-10, #97-11, and #2009-04