

CITY OF WHITEHORSE
COUNCIL POLICY



CORPORATE SAFETY POLICY

Policy Number:	2016-05
Approved by:	Council
Effective date:	November 2016
Next revision due:	2020
Department:	Human Resources/Legislative Services

PURPOSE

To establish, maintain and promote effective programs to prevent and reduce unnecessary loss due to accidents resulting in personal injury and damage to property and equipment, and to ensure that acceptable standards of protection, safety and health are maintained for all City employees

AUTHORITY

Council Resolution 2016-22-06 dated November 28, 2016

POLICY STATEMENT

The safety and health of all employees is of paramount consideration in the operation of the City of Whitehorse. It is the intention of the City to establish, maintain and promote effective programs to prevent and reduce unnecessary loss due to accidents resulting in personal injury and damage to property and equipment, and to ensure that acceptable standards of protection, safety and health are maintained for all City employees.

In establishing and maintaining such programs, the requirements of the governing legislation of the Yukon Government shall be observed, including compliance with the *Yukon Workers Compensation Health and Safety Act*.

This policy should be read in conjunction with the applicable Acts and the City's bylaws, policies, administrative directives, procedures, and supporting references.

SCOPE

The Corporate Safety Policy applies to City of Whitehorse employees and members of council. Suppliers and contractors that conduct business with the City are expected to comply with appropriate standards of safety, including the applicable sections of this policy, while conducting business with the City. There are no exceptions provided in this policy.

Consequence of Non-Compliance

All City of Whitehorse employees and members of Council are accountable for their mental, social and physical health and well-being. Council and City Administration are accountable for supporting employee health and safety, providing relevant information and supporting healthy workplace practices as outlined in this policy.

DEFINITIONS

“city administration” means the City Manager, directors, managers, supervisors or any other persons who are in a position of directing work and/or people relating to City workplace operations.

“contractor” means a legally recognized business entity conducting business with the City of Whitehorse and whose contract involves high-risk activities that require-level safety practices increasing the safety of employers, employees, people in and around construction sites and other members of the community.

“COR” means Certificate of Recognition as administered in jurisdictions by a designated authority and for businesses with 10 employees or more. It is the only implementation-to-audit safety program active and fully available to contractors in Yukon.

“corporate safety management system” means a plan consisting of details by which the City of Whitehorse prevents injuries and illness at work. The system is consistent with requirements under occupational health and safety (OH&S) legislation in the Yukon and nationally. It involves Risk Management including but not limited to identification of risk and implementation of controls designed to mitigate risk.

“council” means the duly elected municipal council of the City of Whitehorse.

“health” means a state of optimal physical, mental and social well-being and not merely the absence of disease or infirmity. Health refers to the physical capacity and social and psychological resources that enable individuals to lead fulfilling lives. Health depends on a person’s ability to adapt and self-manage in the face of social, physical, and emotional challenges.

“safety” means the assessment and prevention of the many types of hazards – chemical, ergonomic, and physical, to name a few¹ – which cause harm in the workplace. This is achieved by identification, risk assessment and inspections as well as the provision of resources on specific hazards and their controls. The establishment of a joint health and safety committee is a statutory obligation.

“SECOR” means Small Employer Certificate of Recognition as administered in jurisdictions including the Yukon by a designated authority and for businesses with less than 10 employees during the sector’s peak times

“supplier” means any person conducting business with the City of Whitehorse, other than a seller who does not have title, who provides, erects, or installs any tools, appliances, or equipment, whether owned by them or not, to be used by a City of Whitehorse worker in respect of any occupation, project or work site.

OBJECTIVES

1. The City of Whitehorse shall develop, implement and maintain a comprehensive safety management system for all employees and council. City workplaces must strive to be incident free.

¹ Canadian Centre for Occupational Health and Safety: Standards

2. The City shall exercise its responsibility to provide and promote safe and healthy working conditions at every job site. The City commits to:
 - (1) Developing, implementing and promoting a comprehensive safety management system for all employees to prevent accidents and injuries and promote safety consciousness both on and off the job;
 - (2) Rectifying, in so far as possible, any condition that presents as a real health or safety hazard;
 - (3) Completing safety orientation on the first day of employment for each new employee;
 - (4) Providing safety orientation/ training for all employees in hazard assessment and controls, safe work practices and procedures, and appropriate tools and equipment to do the job, including, if necessary, additional training for staff conducting appropriate level investigation on accidents/incidents;
 - (5) Reviewing safety procedures prior to each task and supervising to ensure the job is done correctly;
 - (6) Developing written safety practices and procedures for each job or job classification in order to minimize the risk of accidents, and ensuring compliance with these procedures as a condition of continued employment;
 - (7) Providing adequate safety equipment and protective devices for use by employees and ensuring that such equipment is maintained in good working condition;
 - (8) Providing adequate first aid facilities/supplies for the prompt treatment of less serious injuries;
 - (9) Ensuring that investigations are completed on every accident, including near misses, and on reported unsafe working conditions where potential for serious damage or injury exists;
 - (10) Ensuring that regular inspections of job sites, City buildings and equipment are carried out;
 - (11) Coordinating, where appropriate, with the proper authorities for independent investigation of certain defined types of accidents/incidents;
 - (12) Establishing accident reduction goals and maintaining appropriate records and statistics, and
 - (13) Regularly evaluating each employee's commitment to the City's safety and accident prevention program, and his/her ability to achieve accident reduction goals.

RESPONSIBILITIES

3. All employees, regardless of their position, as well as suppliers and contractors, are responsible for maintaining a safe and hazard-free work environment.

4. To achieve the City's safety objectives, each person must actively participate in the corporate safety management system, be familiar with and comply with all safety rules and procedures, and report all incidents and injuries promptly.
5. Safety responsibilities differ from one position to another and are outlined here for all to reference and use in their daily work activities.

City Manager

6. Under the *Occupational Health and Safety Act* the City Manager is legally identified as "the employer". The City Manager has responsibility for the full participation of all employees and facilitating the involvement of members of council in corporate safety programs by providing leadership and actively promoting such programs as an integral part of managerial responsibility. These include:
 - (1) Ensuring that a health and safety management system is developed, implemented and maintained in accordance with all applicable legislation;
 - (2) Ensuring that employees are informed of their roles, rights and responsibilities for safety during orientation and regular safety meetings;
 - (3) 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;
 - (4) Ensuring that instruction and training for employees is provided including but not limited to use, care and limitations of personal protective equipment;
 - (5) Ensuring that general safe work practices and step-by-step safe work procedures are developed and implemented, are available for all, and are reviewed on a regular basis;
 - (6) Ensuring that department heads establish a budget line for the purchase and maintenance of safety equipment in their respective work areas;
 - (7) Ensuring that workplaces, 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;
 - (8) Ensuring employees are adequately supervised;
 - (9) Ensuring that health and safety standards are established and applied consistently throughout the organisation;
 - (10) Ensuring that corporate safety administrative directives are in place to provide detailed directions for staff and enable the successful implementation of the safety management system;
 - (11) Working with the safety committee to assist it in the performance of its duties to ensure a safe and healthy work place, and
 - (12) Supporting administration's COR Certification aspirations.

Members of Council

7. The management of the corporate safety management system requires the buy-in and active participation of members of council. Council members should familiarize themselves with and comply with all safety rules and procedures and co-operate fully towards the successful achievement of the system. Members of council are responsible for:
- (1) Knowing and complying with all safety rules, policies, directives and the City's corporate safety program;
 - (2) Cooperating fully towards the achievement of a successful safety management system;
 - (3) Taking all necessary precautions to protect themselves, fellow members of council, and the equipment and property within their work environment;
 - (4) Detecting, correcting and reporting hazardous conditions, practices and behaviour within their work environment and making suggestions for correction in the first instance with administration or an agency designated by administration;
 - (5) Immediately reporting all accidents, including injuries, near misses and damage to property or equipment, to administration or an agency designated by administration;
 - (6) Becoming familiar with equipment within their work environment and the safe use of said equipment;
 - (7) Following emergency response procedures in the event of fire or other emergency situations;
 - (8) Participating in any relevant safety related training offered by the City for the effective implementation of safety programs, and
 - (9) Promoting the achievement of COR and SECOR requirements by parties subject to this policy.

Suppliers

8. Suppliers of tools, equipment, controlled products, machines or any device used at a workplace shall ensure, so far as is reasonably practicable, that the goods or products supplied comply with the OH&S Act and Regulations and are provided in accordance with any rules or regulations as required by the Authority Having Jurisdiction. It is recognized that suppliers may be based at various locations.

Contractors

9. Every contractor engaged in projects for the City of Whitehorse is responsible for:
 - (1) Ensuring they are COR or SECOR certified, have a safety program in place, and can submit any safety related documentation to the project manager requests in a timely fashion if the work they will undertake is construction in nature;
 - (2) Ensuring that a Temporary Letter of Certification (TLC) is submitted if the business or organization is at the final staging of becoming COR or SECOR certified;
 - (3) Ensuring they attend project safety meetings, both prior to start up and during the project, to discuss safety matters;
 - (4) Ensuring that any workers who perform work on the jobsite are orientated to the known hazards and all safety measures implemented;
 - (5) Ensuring, so far as is reasonably practicable, that the work is performed in accordance with the OH&S Act and Regulations and all personnel working on the project comply with the OH&S Act and Regulations;
 - (6) Ensuring that the health and safety of everyone on the project is protected and that the environmental impact is minimal and;
 - (7) Ensuring that they adhere to the City of Whitehorse corporate safety management system where the work performed is not construction in nature and COR certification is not required.

COMMUNICATIONS

10. The Corporate Safety Policy must be approved by Council. Related administrative directives are approved by the City Manager.
11. Following approval of this Safety Policy, Human Resources will:
 - (1) Distribute copies to directors and heads of departments and service areas via e-mail and via the SharePoint site.
 - (2) Post the approved policy on the City of Whitehorse website.

REPEAL OF EXISTING POLICY

12. The Safety Policy adopted by Council Resolution # 85-01-34, including all amendments thereto, is hereby repealed.

◆ *November 2016*

SUPPORTING REFERENCES

The *Municipal Act*, related council bylaws and policies, administrative directives and other applicable Acts and Regulations as amended from time to time.

Occupational Health and Safety Act and Regulation; Yukon Government (Act SY 2010, c.12) and (Regulation O.I.C. 2006/178)

Please note that some documents may not be publicly available. Contact Human Resources for additional applicable administrative directives, procedures, bylaws, Acts and supporting references.

HISTORY OF AMENDMENTS

<u>Date of Council Decision</u>	<u>Reference (Resolution #)</u>	<u>Description</u>
January 14, 1985	<u>85-01-34</u>	Initial Approval
November 28, 2016	<u>2016-22-06</u>	New Policy Approved