

		<b>POLICY AND PROCEDURE MANUAL</b>	
<b>Category:</b> Health & Safety	<b>Number:</b> HEA.01-C	<b>OCCUPATIONAL HEALTH &amp; SAFETY STATEMENT</b>	
<b>Type:</b>		<b>Authority:</b>	
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure		<input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	
<b>Approved By:</b>			
<input checked="" type="checkbox"/> Council <input type="checkbox"/> CAO <input type="checkbox"/> Department Head			
<b>Office of Primary Responsibility:</b> Human Resources			
<b>Date Adopted:</b> July 20, 2015	<b>Council Resolution No:</b> RC15/403	<b>Date to be Reviewed:</b> July 2016	
<b>Manner Issued:</b> Worksite posters, Pipeline, safety meetings, new employee orientations			

**PURPOSE:**

The purpose of this Policy is to confirm the District of Mission’s commitment to provide employees with a physically and psychologically safe workplace by establishing and maintaining an occupational health and safety program as a safety management system designed to prevent occupational accidents, injuries and disease.

**POLICY:**

**Definitions:**

**Administration** means the Corporate Services Department, which is responsible for ensuring that the policies, programs and other directions of Council are implemented.

**Administrative Policy** means Policy statements that guide the operational and/or internal work processes of administration, including management of human resources.

**Administrative Procedure** means the tasks or steps required to follow or implement Council Policy or Administrative Policy, including the assignment of roles and responsibilities, and the detailed steps that outline a particular way of accomplishing something or of acting.

**CAO** means the individual appointed by Council to the position of CAO (or his/her designate) as the head of Administration.

**Council** means the duly elected officials of the District, those being the Mayor and Councillors.

**Council Policy** means Policy statements that provide strategic direction on programs and services delivered by the District which impact or affect citizens or customers, and/or Policy statements that require Council’s approval because of legislative or regulatory requirements.

**District** means the District of Mission.

**Employee(s)** means persons employed by the District including but not limited to regular, temporary and contract employees, and to persons representing or acting on behalf of the District (including but not limited to: contractors, volunteers and students).

**Joint Occupational Health & Safety Committees** means a committee made up of worker and employer representatives working together to identify and resolve health and safety problems in the workplace. The employer is ultimately responsible for the overall safety

program; the committee is responsible for identifying and recommending solutions to problems.

**Management or Manager(s)** means persons employed by the District in an executive capacity.

**Policy** means general statements or guidelines that are high-level in nature, as opposed to being operationally oriented, which direct a plan, course of action or decision, according to a standard or performance outcome.

**Supervisor** means a person who instructs, directs and controls workers in the performance of their duties, as defined in *Occupational Health and Safety Regulations*.

**Worker** as defined in the *Worker's Compensation Act*.

## **POLICY STATEMENT**

Safety is everyone's responsibility. Only through the contribution and cooperation of everyone can we achieve a physically and psychologically safe working environment.

The District of Mission commits to promoting and maintaining a workplace safety culture by setting shared targets and goals for your health and safety on the job.

It is recognized that accidents, which cause injuries to employees and others, damage to equipment and inefficiencies in operations, are preventable. Safety and safety hazards and potential loss situations in workplaces can be minimized through leadership of the management team, with the support of Council. However, support and cooperation by all employees, individually and collectively, is necessary for success in this endeavour.

Through the active participation and co-operation of Council, management, supervisors, workers and joint occupational health and safety committees, the District of Mission will promote healthy and safe working conditions and attitudes as integral parts of its operations.

- ✓ *Council will provide sufficient resources to promote and maintain a safe and healthy work environment.*
- ✓ *Management is responsible for developing, implementing and maintaining a safety management system designed to prevent injuries and occupational diseases throughout the District of Mission workplaces and for ensuring that health and safety hazards are controlled or eliminated.*
- ✓ *Supervisors are responsible for ensuring that all workers are instructed in and follow all safety processes, regulatory requirements and collective agreement provisions.*
- ✓ *Employees are responsible for contributing to a safe, healthy and productive workplace for themselves and safe and efficient service to our customers and the general public. They are responsible for following safe work procedures and for monitoring their workplaces for unsafe conditions and hazards.*

The District of Mission will achieve the above objectives through the development of an occupational health and safety program designed to prevent accidents, injuries and occupational disease and meets or exceeds all legislative requirements pertaining to health and safety.

**RELATED POLICIES, PROCEDURES, AGREEMENTS AND/OR BYLAWS:**

- *Workers Compensation Act [RSBC 1996]*
- *Occupational Health and Safety Regulation*
- *HUM.03 Respectful Workplace*

**\*\*\* END OF POLICY \*\*\***

**RECORD OF AMENDMENTS/REVIEW**

<u>Policy #</u>	<u>Date Adopted</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>