



CITY OF CORNER BROOK

Policy Statement

Index	Human Resources	Section	Health and Safety		
Title	Occupational Health & Safety Program	Policy Number	10-07-04	Authority	Council
Approval Date	16 Jun 05	Effective Date	16 Jun 05	Revision Date	

Purpose:

The purpose of the City's OH&S program is to ensure that a safe and healthy work environment is provided to all employees with the City of Corner Brook and that services delivered to the citizens of this City are done so in a safe manner. This program will identify the City's processes and procedures for health and safety issues and set out safe work practices to be followed to prevent workplace injuries and illnesses. This program will clearly demonstrate management's commitment to employee's health and safety and also outline the City's and employees' accountability and responsibility.

This program ensures compliance with the OH&S Act and Regulations.

Policy Statement:

The City of Corner Brook is dedicated to the health and safety of all employees and the citizens of this City. Our objective is to provide services to the City of Corner Brook in a safe manner and provide protection for employees from workplace injuries and/or illnesses. In the event that an injury/illness does occur, the City is committed to assisting the employee in an early and safe return to work. This will be accomplished by contacting the employee as soon as possible after the injury and offering employment that is consistent with the employee's functional abilities.

The City of Corner Brook, as the employer, is ultimately responsible for health and safety in the workplace.

The City of Corner Brook is committed to the protection of employees and dedicated to ensuring all employees have knowledge of Occupational Health & Safety legislation. The City will ensure that the requirements under this legislation are followed within all facets of the City's operation. The City of Corner Brook will make every effort to provide and maintain a safe and healthy work environment by implementing an Occupational Health & Safety program, conducting workplace inspections, and complying with Occupational Health & Safety legislation.

Supervisors will be held accountable for the health and safety of employees under their supervision. Responsibility includes ensuring that machinery, equipment and worksites are safe and that workplace practices are in compliance with legislation and the City's policies and procedures.

Every employee must protect his/her health and safety and the health and safety of other employees and the public by working in compliance with legislation and the City of Corner Brook's policies and procedures.

Contractors will be expected to operate in accordance to legislative requirements and follow the City of Corner Brook's policies and procedures.

Cooperation between management, employees, and the Occupational Health & Safety committee is a must in accomplishing a healthy and safe workplace. Health and safety is an organizational concern and as such should be of importance to all employees and management.

This policy will be reviewed on an annual basis and revised as necessary.

All previous Health & Safety policies/procedures are rescinded (per Council minute 04-93.1) as elements are included in this program.

Definitions:

Various definitions are provided in the procedures where appropriate.

Reference:

Council Minute 04-93.1

OH&S Act and Regulations

OH&S Training for OH&S Committee Members

OH&S Committee Meetings

OH&S programs and other research information from various organizations/municipalities

Canadian Centre for Occupational Health and Safety (CCOHS) website

Newfoundland and Labrador Department of Labour website

Other related websites

Detailed Action Required:

The program includes, but is not limited to, the following elements:

Individual Responsibility

Joint Occupational Health and Safety Committee

Health and Safety Rules

Personal Protective Equipment

Discipline Procedure

Safe Work Practice - Trench Excavation

Safe Work Practice - Street Work/Flagmen Duties

Safe Work Practice - Confined Space Entry

Safe Work Practice - Office Safety

Safe Work Practice - Vehicle Safety

Safe Work Practice - Working Alone

Safe Work Practice - Use of Ladders

Safe Work Practice - Welding

Safe Work Practice - Working at Heights

Safe Work Practice - Painting

Safe Work Practice - Overhead Power Line Operation

Safe Work Practice - Workplace Hazardous Materials Information

Safe Work Practice - Work in Restricted Areas

Right to Refuse Unsafe Work

Employee Orientation

Safety Training

Workplace Inspections

Reporting and Investigating Accidents/Incidents

Emergency Procedures

First Aid

Health and Safety Promotion/Communication

Disability Management

Penalties Information

(PLEASE REFER TO OCCUPATIONAL HEALTH & SAFETY PROGRAM MANUAL FOR COMPLETE PROCEDURES)

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.


MAYOR


CITY CLERK

