

TOWNSHIP OF SOUTHGATE

Policy # 33A

Health & Safety Policy

Approved by Council on: December 20, 2023



1. Purpose

The purpose of this policy is to establish a Health and Safety Policy Statement that will articulate the Township of Southgate's commitment to a healthy and safe work environment.

2. Scope

This policy applies to all Township of Southgate (Southgate) employees, members of Council, volunteers, members of the public and contractors.

3. Definitions

- a. **"Employer"** – for the purpose of this Policy is the Township of Southgate.
- b. **"The Act"** – Occupational Health and Safety Act as amended.

4. Policy

- a. The Township shall develop and maintain a Health and Safety Policy and Policy Statement and have the statement signed annually by the Mayor (Schedule A).
- b. The Health and Safety Policy Statement shall be posted in a conspicuous place at all Township workplaces.
- c. In addition to the Health and Safety Policy, the Township shall have a Health and Safety Manual that outlines specific Health and Safety programs and procedures.

5. Related Policies and Legislation

- a. Occupational Health and Safety Act, R.S.O. 1990, c. O.1
- b. Township of Southgate Policy #33B: Violence & Harassment Policy



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Occupational Health & Safety Policy

Schedule A

Southgate Health & Safety Annual Policy Statement

The Township of Southgate is committed to providing protection of all employees from injury or occupational disease. The Township of Southgate will make every effort to provide a safe, healthy work environment. All management, supervisors and workers must be dedicated to the continuing objective of eliminating hazards that may result in personal injury and illness.

It is the responsibility of the Township to provide safe equipment, safe working conditions, safety training and create a culture of health and safety. All employees are expected to help us create a positive safety culture and help minimize hazards and risks within our workplace. Safe work practices and procedures will be clearly outlined in the Township's Health and Safety Manual for all employees to follow.

Employees are expected to be familiar with the Occupational Health and Safety Act and to abide by all safety regulations and policies and to work safely at all times so as not to endanger themselves or other workers. It is also the responsibility of every employee to report all unsafe or unhealthy conditions and to ensure that safe and healthy work conditions are maintained.

The objective of our Occupational Health & Safety Policy is to provide and maintain a safe and healthy workplace and to eliminate hazards that result in injuries or illness in the workplace.

Mayor

December 20, 2023

Date

The Corporation of the Township of Southgate

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1.0 Southgate Health & Safety Annual Policy Statement

Purpose:

To inform staff of the importance of health and safety in the workplace and of Southgate's commitment to ensure that our facilities are operated in a safe and healthy manner.

Policy:

The Township of Southgate is committed to providing protection of all employees from injury or occupational disease. The Township of Southgate will make every effort to provide a safe, healthy work environment. All supervisors and workers must be dedicated to the continuing objective of eliminating injury and risk to health.

It is the responsibility of the Township to provide safe equipment, safe working conditions and safety training. Supervisors are responsible to ensure that machinery and equipment is safe and that workers work in compliance with established safe work practices and policies.

Employees are expected to be familiar with the Occupational Health and Safety Act and to abide by all safety regulations and policies and to work safely at all times so as not to endanger themselves or other workers. It is also the responsibility of every employee to report all unsafe or unhealthy conditions and to ensure that safe and healthy work conditions are maintained.

The objective of our Occupational Health and Safety Policy and Manual is to provide and maintain a safe and healthy workplace and to eliminate injuries in the workplace.

See appendix A:

Southgate Occupational Health & Safety Annual Policy Statement



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1.1 Definition of "a competent person"

Reference: OH&S Act RSO 1990 Chap. 0.1 as amended

Purpose:

The employer shall ensure that supervisors and management representatives in the workplace are "competent" in the areas of occupational health and safety legislation and policies. The employer and/or senior management must ensure that those employees being promoted to supervisory managerial positions meet the following description of a "competent person", in accordance with the Occupational Health & Safety Act.

Policy:

"competent" means:

- Qualified because of knowledge, training and experience to organize the work and its performance;
- Is familiar with the Occupational Health & Safety Act and the regulations that apply to the work; and
- Has knowledge of any potential or actual danger to health or safety in the workplace.



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2.0: Responsibilities of Employer

Reference: OH&S Act RSO 1990 Chap. 0.1 Section 25 as amended

Purpose:

To inform the employer of their responsibilities toward health and safety in the workplace and of their obligations under the OH&S Act.

Policy:

To fulfill these responsibilities, employers shall:

- Set up a Joint Health & Safety Committee as required by the Act;
- Prepare, review and sign at least annually a written occupational health & safety policy and develop and maintain a program to implement that policy; Southgate Council annually shall authorize the Mayor to sign the Southgate Health & Safety Policy Statement (Appendix A)
- Post at a conspicuous location in the workplace a copy of the occupation health & safety policy;
- Provide pertinent information to JHSC's about workplace hazards, testing and training and respond in writing to recommendations from JHSC's within 21 days;
- Ensure that the Act and all regulations are complied with;
- Take every precaution reasonable in the circumstances for the protection of workers;
- Ensure that the equipment, materials and protective devices as prescribed are provided and maintained in good condition;
- Supply information including confidential business information to medical practitioners if required in the event of an emergency. Information pertaining to the accident/injury may also be disclosed;
- The employer must also comply with duties that relate to everyone in the workplace. See Section 2.4 – General Duties of Everyone In Workplace



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2.1: Responsibilities of Supervisors

Reference: OH&S Act RSO 1990 Chap. 0.1 Section 27 as amended

Purpose:

To inform the supervisory staff of their responsibilities toward health and safety in the workplace and of their obligations under the OH&S Act.

Policy:

To fulfill these responsibilities, supervisors shall:

- Be a competent person under the Act;
- Be knowledgeable of and function in accordance with Section 27 of the OH&S Act;
- Advise workers of actual or potential hazards of which supervisors are aware;
- Take every reasonable precaution for protection of workers;
- Ensure that workers use/wear protective devices, clothing required by the Occupational Health and Safety Act and Regulations;
- Ensure that workers work in manner with protective devices and policies set out in regulations;
- Ensure workers are provided with Standard Operating Procedures (SOP's) where required in regulations; Refer to the Occupational Health and Safety Act and Regulations
- Identify and inform superiors of occupational health or safety concerns;
- Be familiar with and follow the OHS Act and formal policy for reporting and investigating accidents;
- Comply with duties that relate to everyone in the workplace. See section 2.4 -General Duties of Everyone in Workplace.



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2.2: Responsibilities of Employees

Reference: OH&S Act RSO 1990 Chap. 0.1 Section 28 as amended

Purpose:

To inform workers of their responsibilities toward health and safety in the workplace and of their obligations under the OH&S Act.

Policy:

Workers are responsible for performing their own task in a healthy and safe way and for ensuring that co-workers work safely too. Worker's responsibilities include:

- Be knowledgeable and function in accordance with Section 28 of the OH&S Act;
- Report to supervisor or employer any absence of or defect in equipment or protective device of which he/she is aware and which may be unsafe; any contravention of Act or regulations he/she is aware of; and, any other hazard he/she is aware of;
- Not to operate any machine, device, etc., in an unsafe manner;
- Not to engage in pranks, unnecessary running or boisterous conduct;
- Use, wear protective clothing, devices required by employer;
- Comply with practices, policies required by The Ontario Occupational Health and Safety Act and Regulations;
- Report all accidents and/or injuries to the supervisor;

In addition, workers are responsible for refusing to perform work that would create a hazard or endanger the health and safety of any person.

Workers must also comply with duties that relate to everyone in the workplace. See section 2.4 – General Duties of Everyone in Workplace.



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2.3: Responsibilities of Contractors and Subcontractors

Purpose:

To inform contractors and subcontractors of the importance of health and safety in the workplace and of their obligation to work in compliance with Southgate's commitment to ensure that our facilities are operated in a safe and healthy manner.

Policy:

While performing work for the Township of Southgate contractors and subcontractors shall ensure that:

- The measures and policies prescribed by the OH&S Act and its regulations are carried out on the project;
- Every employer and every worker performing work on the project complies with the OH&S Act and its regulations; and
- The health and safety of workers on the project is protected.

Where prescribed, a contractor shall, before commencing any work on a project, give to a Township management notice in writing of the project containing such information as may be prescribed.

Contractors & Subcontractors must comply with duties that relate to everyone in the workplace. See section 2.4 – General Duties of Everyone in Workplace.



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2.4: General Duties of Everyone in Workplace

Reference: OH&S Act 1990 Chap. 0.1 Section 62 as amended

Purpose:

To inform everyone in the workplace of their general duties under the OH&S Act.

Policy:

Subject

Health & Safety Committees and Representatives

Duty

Not to hinder or interfere with a committee or member or a health and safety representative who is carrying out a function under the Act

Reference

s. 62 (5) (a)

Not to provide false information to a committee, a member of a committee or a health and safety representative; and

s. 62 (5) (b)

Not to hinder or interfere with a worker selected by trade union or by the workers while they are exercising a power or performing a duty under the Act

s. 62 (5) (c)

Ministry Inspectors

Not to in any way obstruct or attempt to obstruct a Ministry Inspector while he/she is exercising a power or duty under the Act

s. 62 (1)

Provide an inspector with all possible help while he is exercising a power or duty under the Act; and,

s. 62 (2)

Not to provide an inspector with false information or refuse him necessary information while he is exercising a power or function under the Act.

s. 62 (3)



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3.0: Reporting an Accident

Reference: OH&S Act 1990 Chap. 0.1

Purpose:

To define and describe the policy for reporting and investigating accidents.

Policy:

The following are steps to be followed when reporting and investigating an incident or injury in the workplace.

1. Ensure that worker receives appropriate medical treatment immediately, i.e. on-site first aid. Any first aid treatment is required to be reported to the supervisor.
2. Take worker to hospital should medical attention be required.
3. Insist the worker take treatment memorandum (Form 156) to hospital/doctor for completion at time of initial treatment.
4. Remain with injured worker and receive final diagnosis and find out if worker can do modified work.
5. Investigate accident immediately to determine:
 - Who witnessed the accident? (obtain exact details, i.e. where was witness/worker?)
 - What happened? (compare witness' version to worker's version).
 - Why did it happen?
 - When interviewing witness get a statement and have the witness sign it.
 - Include any statements from co-workers who may add to the events leading up to the incident.
 - Take statements from 3rd party witnesses if available.
 - Did the worker complain of previous injury to co-workers? Was there a pre-existing condition you were aware of?



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6. Completion of incident report must be carried out by the supervisor on the same day of the accident/injury and delivered to the municipal office.
7. The municipal office will complete Form 7 and report to WCB. If there is a dispute regarding any claim an explanatory letter will be attached to Form 7
8. Accidents that result in death, critical injury or disabling injury must be reported to the Ministry of Labour (See section 3.1 – Death or Critical Injury)



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3.1: Death or Critical Injury

Reference: OH&S Act 1990 Chap. 0.1

Purpose:

Define and describe the expectation and responsibility in respect of reporting a Critical Injury.

Policy:

For the purposes of the Act and the Regulations, "Critical Injury" means an injury of a serious nature that:

- Places life in jeopardy
- Produces unconsciousness
- Results in substantial loss of blood
- Involves the fracture of a leg or arm but not a finger or toe
- Involves the amputation of a leg, arm, hand or foot but not a finger or toe
- Consists of burns to a major portion of the body
- Causes the loss of sight in an eye

If any of the foregoing injuries occur immediate notice must be give to the Ministry of Labour, CAO, Worker & Employer representatives of the committee (certified preferably).

A written report must be submitted to the Ministry of Labour within 48 hours detailing the circumstances including:

- Name and address of employer
- Nature of circumstances and injured part of body
- Description of equipment involved
- Time and place of accident
- Name and address of victim
- Name and address of witness(es)
- Name and address of physician

NOTE: Separate notification must also be sent to WSIB.



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3.2: Reporting Hazardous Conditions

Reference: OH&S Act 1990 Chap. 0.1

Purpose:

To define and describe the responsibility and policy for reporting of hazardous conditions.

Policy:

Workers covered by the Occupational Health & Safety Act are under a duty to report hazards to their employer or supervisor.

The workers must also report the absence of, or defect in, equipment that may be a danger to themselves or other workers. They are also under a duty to report when a provision of the Act or its regulations is not being complied with in the workplace.

Should a worker consider a hazardous condition to be present, it shall be immediately reported to the Supervisor and Health & Safety Committee members.



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3.3: Safety Related Work Refusal

Reference: OH&S Act 1990 Chap. 0.1 Section 43

Purpose:

To define and describe the policy for a safety related work refusal.

Policy:

Under the Occupation Health & Safety Act, a worker may refuse to do work if he/she has reason to believe that any piece of equipment or device that they are asked to operate is likely to endanger themselves or another worker – or the physical condition of the workplace is likely to endanger them or another worker (the piece of equipment or physical condition of the workplace is in contravention of the Act and is likely to endanger them or another worker). The right to refuse work is an individual rather than a collective right.

- a. Upon refusal to do unsafe work the worker must immediately report the circumstances of the refusal to the supervisor.
- b. The Supervisor must immediately investigate the report in the presence of the worker and the member of the Joint Health & Safety Committee who represents workers. Time spent by the workers is deemed to be worked time and the worker shall be paid the regular or premium rate (whichever applies).
- c. Until the investigation is completed, the worker must remain in a safe place near the work station.
- d. During the investigation, the Supervisor must record all details as indicated in the form attached as Appendix B. The Supervisor makes his/her decision regarding any necessary corrective action.
- e. Following the investigation or steps taken to deal with the circumstances leading to the work refusal, if the worker is dissatisfied with results and has reasonable grounds to believe that there are still unsafe circumstances he/she may refuse to work.
- f. If the worker continues to refuse the work, the Supervisor must notify the Ministry of Labour Inspector.
- g. Until the Ministry is notified, the work cannot be reassigned to another worker and the worker must remain near the workstation.
- h. Pending the investigation and decision of the Inspector, the worker may be assigned reasonable alternative work during his/her normal working hours.



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- i. The Ministry of Labour investigates the work refusal in the presence of worker, employer and worker representative on the Joint Health & Safety Committee.
- j. Pending the investigation and decision of the Inspector, no worker shall be assigned to do the work or work in the workplace being investigated unless in the presence of the Joint Health & Safety Committee worker representative, the worker has been advised of the other worker's refusal and of the worker's reason to refuse to work.
- k. No reprisals/discipline or penalties will be addressed to the employee who initiated the work refusal, unless the worker exercises this right frivolously.
- l. At the completion of the investigation, the Inspector will decide on any necessary corrective action and provide his decision in writing.



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3.4: Lock Out Of Live Electrical Equipment

Reference: OH&S Act 1990 Chap. 0.1

Purpose:

To define and describe lockout conditions when working on or near live electrical equipment.

Policy:

Live Electrical Equipment – Work Near or On

Work may not be done on or near live electrical equipment or power supply lines unless certain conditions are met as specified in the regulations under the Occupational Health and Safety Act. These conditions are outlined below:

Industrial Establishments:

The power supply to electrical installations, equipment or power lines must be disconnected and locked out of service and tagged before work is done on or near these unless:

- rubber gloves, mats, shields and other necessary protective equipment are used and a person trained in artificial respiration is stationed close by; or,
- where work is to be done on power lines of 750 volts or more, the work must be carried out by a competent person under the authority of an electrical utility, protective equipment as set out above must be used and a worker trained in artificial respiration must be standing by. But where it is practical to disconnect the power supply, this must be done.

(Occupational Health & Safety Act, Regulation 692, sections 46, 64)

Vehicles, cranes and other similar equipment may not be closer than minimum specified distances – see attached chart – from a live electrical power line, which is more than 750 volts, except where the conditions set out above are met. For example, the work is carried out by a competent person under authority of an electrical utility. Where a vehicle is operated near a power line so that it is possible for any part to make contact with it, a worker must be stationed to warn the operator when any part is near the minimum distance. Clearance must be allowed for a change in boom angle.



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Construction Projects:

If work is done on or near live exposed parts of electrical installations, equipment or conductors, the power supply must be disconnected, locked out and tagged before work is done and while it is being done. If more than one worker is involved, there must be a means of communicating the purpose and status of the locking out.

However, locking out is not required if the conductors are adequately grounded or if the voltage is less than 300 volts and there is no locking device for the circuit breakers. If locking out is not required, then policies must be in place to ensure that the circuit cannot be inadvertently energized. Further, in cases where it is not practicable to disconnect electrical equipment from the power supply, certain other conditions apply; only a qualified worker may perform the work and that worker must use rubber gloves, mats, shields and use adequate safety policies. If the equipment or conductor operates at more than 300 volts, a competent worker able to recognize hazards and perform rescue work must be available (except for equipment testing and trouble shooting).

Policies for working on live exposed parts of installations, equipment or conductors must be in writing.

Objects may not be brought closer to energized overhead electrical conductors than specified minimum distance. See attached chart.

If it is possible for cranes, hoisting devices, backhoes, power shovels or other such vehicles or their loads to come closer than the distances specified in the attached chart, then certain conditions apply; a legible warning sign must be posted and a competent worker stationed to warn the operator any time the minimum distances may be encroached.

(Occupational Health & Safety Act, Regulation 213, s. 186-189)

Minimum Distance From Live Power Lines For Electricity

Voltage of Live Power Line	Minimum Distance
750 to 150,000 volts	3 metres
150,001 to 250,000 volts	4.5 metres
250,001 volts and over	6 metres



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3.5: Confined Space Entry

Reference: OH&S Act 1990 Chap. 0.1

Purpose:

To define "confined space" and "confined space entry" safety regulations.

Policy:

Confined Space:

Confined space means, essentially, any partially or wholly enclosed work space from which immediate escape in an emergency is restricted or difficult and in which there is a danger of hazardous gases or vapours accumulating or a deficiency of oxygen being created because of the nature of the work and/or the enclosed nature of the space. Construction regulations under the Occupational Health and Safety Act define a confined space as: "a space to which or from which access or egress is restricted and in which, because of its construction, location or contents or the work activity therein, a hazardous gas, vapour, dust or fume or an oxygen-deficient atmosphere may occur".

A confined space may be big or small, above ground, on the ground or below ground. The nature of work spaces that constitute confined spaces will vary in construction projects or industrial establishments. In general confined spaces may include storage tanks, industrial ovens, grain elevators, dikes around storage tanks, line service pits, small rooms, service tunnels, vats, sewers, pipes, ducts and bulk storage containers. Determine whether all or any of the conditions outlined in the definition apply. Work in a confined space usually involves maintenance and cleaning.

Strict regulations apply to construction projects and industrial establishments, regarding the safety policies and precautions that must be taken when work is to be done in a confined space. These policies are designed to ensure that, as far as possible, hazards are removed prior to entry and, if an emergency does occur while a worker is in a confined space, immediate rescue and first aid is possible.

Confined Space Entry:

A confined space entry is regulated by detailed requirements under the Occupational Health and Safety Act. These provisions and the policies to be followed are similar for construction projects and industrial establishments although there are some variations.

The objective of such provisions is to ensure that, as far as possible, confined spaces are made hazard free - particularly with regard to hazardous gases, vapours and dusts - and, to the extent that hazards cannot be completely removed, to provide for a worker to be quickly and safely removed in the event of an emergency. In all cases, a confined space must be tested and evaluated for hazards prior to entry by a competent person and permanent records kept of such test



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results. The general policies to be followed and the precautions that must be taken are outline in the attached chart.

Confined Work Space Entry- Occupational Health And Safety Act Regulations

- i. Is a hazardous gas, vapour, etc. present or likely to exist in the confined space, or
- ii. Might the oxygen content be less than 18%, or more than 23%?

No	Yes (to (i) or (ii))	No
<p>Confined space may be entered if:</p> <ul style="list-style-type: none"> • There is an easy exit; • Mechanical equipment is disconnected and locked out; • Pipes, supply lines blanked off; and, • Competent person tests and evaluates for hazards and gives written certification that it is safe 	<p>Can confined space be purged & ventilated to provide a safe atmosphere?</p> <p>Yes</p> <p>Confined space may be entered if:</p> <p>Requirements of 1 of the No's on the left are met, and:</p> <ul style="list-style-type: none"> • Space is purged and ventilated; • Another worker is stationed outside; • Measure taken to maintain safety; • Person trained in artificial respiration available; and • Arrangements made to remove worker if emergency 	<p>Confined space may be entered if:</p> <p>Requirements of 1 of the No's to the left are met (except last one) and:</p> <ul style="list-style-type: none"> • Worker enters with breathing apparatus & life line; • One end of life line held by worker, with alarm, stationed outside; • Worker entering has other equipment necessary for safety; • Harness, rope inspected for safety by competent person; • Person trained in artificial respiration is available

If confined space is likely to contain a flammable or explosive gas, it may be entered only if concentration does not exceed 50% of lower explosive limit. Only cleaning and inspecting work may be done. Cold work may be done when concentration does not exceed 10% of lower explosive limit.

NOTE: Special precautions apply in case of manholes or vaults (construction) that contain electrical equipment.



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4.0: Joint Health & Safety Committee

Reference: OH&S Act 1990 Chap. 0.1 Section 9

Purpose:

The employer will ensure that a Joint Health & Safety Committee is established.

Policies:

The main responsibilities of the Health & Safety Committee will be:

- Meet quarterly to maintain up-to-date awareness of health and safety issues (preparation time will be allowed in advance of each meeting if required)
- the committee secretary will maintain a file of Health & Safety Committee minutes and also post and circulate to the supervisors and employer a copy of these minutes within a reasonable length of time following each meeting
- the committee will obtain information from the employer about potential or existing hazards, accident data or trends, occupational diseases, hygiene reports and so on;
- The committee will perform workplace inspections to identify, control and eliminate hazards in the workplace and post the completed inspection form in a conspicuous place in the workplace and provide copies to the supervisors and the employer.
- The committee will perform accident or illness investigations and/or accident or illness information analyses.
- The committee will consult with the employer on the assessment, control and elimination of designated substances.
- A committee member will accompany any Labour Board Inspectors during their inspection of the Township's facilities.
- The committee will make recommendations to the employer on resolving health and safety issues.
- The committee will recommend improvements to the workplace health and safety program.
- The committee members will respect the confidential information about the workplace, work process and workers, which is acquired by being a committee member.
- Committee members will be required to assist in the investigation of work refusals.

Committee members should be available to receive employee concerns, complaints and recommendations; to discuss problems and recommend solutions, and to provide input into existing and proposed health and safety programs.



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4.1: Joint Health & Safety Committee "Terms of Reference"

Reference: OH&S Act 1990 Chap. 0.1 Section 9

Purpose:

The JH&S Committee is responsible for planning, organizing, promoting, implementing and monitoring of a complete and comprehensive health and safety program within the organization in accordance with the Occupational Health and Safety Act, and in accordance with company policy.

Committee Composition:

Representation on the committee must be maintained at least 50% workers to management

At least two certified members, one representing workers and one representing the employer will be members of the JH&SC.

Committee Executive:

The Committee will appoint or elect two co-chairpersons, one a representative from management and one as a worker representative. Other position that is mandatory is the secretary's position. The duties of the co-chairpersons and secretary should be defined by the committee and reflected in the minutes.

Meetings:

The chairperson(s) shall convene a meeting of the committee at least once every three months. The chairperson shall ensure that a written agenda for each meeting is circulated to the committee members prior to the meeting. The secretary shall prepare written minutes at each meeting and these shall be posted in a conspicuous place and a permanent copy shall be maintained in a secure and permanent place.

Responsibilities:

In order to meet legislative requirements, the Committee will ensure that:

- a. Safety Recommendations – the committee will advise management in writing of potential or real hazards or health and safety issues in the workplace and make recommendation on ways to improve the situation.
- b. Conduct and document safety workplace inspections to detect potential or existing hazards of materials, process or equipment. A JH&SC representative must inspect the physical condition of the workplace at least once per month. If it is not practical to inspect the entire workplace monthly, a portion must be completed with the entire workplace being inspected once per year.
- c. Investigate and analyze factors associated with the incidents occurring and make recommendation to prevent such occurrences.
- d. Participate in the investigation of a critical injury as defined by the Act.
- e. Participate in the investigation of work refusal as defined by the Act.



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- f. Promote safe work practices by organizing educational sessions and providing information.

4.2: Joint Health & Safety Committee "Goals"

Reference: OH&S Act 1990 Chap. 0.1 Section 9

Purpose:

The goals of a Health and Safety Committee might include:

- Ensuring that health and safety concerns are discussed openly;
- Identifying problems and recommending solutions;
- Demonstrating the importance of health and safety in the workplace;
- Improving communications between labour and management;
- Recording, communication and following up on matters of concern; and
- Monitoring worksite health and safety programs to ensure effective operation and acceptance at all levels of the organization.



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4.3: Keeping Minutes of Health & Safety Committee Meetings

Reference: OH&S Act 1990 Chap. 0.1 Section 9

Purpose:

To determine the policy to be followed with respect to recording minutes of Joint Health & Safety Committee meetings.

Policy:

The Joint Health & Safety Committee shall ensure that a secretary keeps the minutes in a written format and that these minutes are posted in a conspicuous place in the workplace. A copy of the minutes must be sent to the supervisors and the employer.

The minutes shall reflect:

- Those in attendance
- Date of the meeting
- Time of the meeting
- Place of the meeting
- Minutes of the previous meeting shall be reviewed and adopted at the beginning of each meeting
- Action Items reviewed at the last meeting
- Action Items for the next meeting
- Correspondence from the Ministry of Labour monthly What's New email broadcast and any training available
- Document safety talks each location has completed
- Review the monthly Workplace Inspection Reports
- Any written recommendation put forth to Council
- Review reports of any accidents/illnesses in the workplace



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4.4: Sample Agenda of Health & Safety Committee Meetings

Reference: OH&S Act 1990 Chap. 0.1 Section 9

Purpose:

To define and describe a sample "Agenda" for a Health & Safety Committee Meeting:

Date:

Location:

Time:

1. Roll call – noting those present, absent, and guests with signatures.
2. Confirm agenda
3. Review minutes of last meeting. Correct errors and omissions. Approve the minutes.
4. Action Items arising from the minutes of the last meeting Correspondence - Discuss training and education information.
5. Unfinished business
6. Reports - Review of inspections and/or investigations in progress or just completed.
7. Accident & Near Misses Report Other business.
8. New business items – introduce new issues.
9. Adjournment.



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4.5: Recommendations to Council

Reference: OH&S Act 1990 Chap. 0.1 Section 9

Purpose:

Outline the policy to be followed by Committee in preparing written recommendations to council.

Policy:

As a result of findings during investigations of injuries/accidents and workplace inspections, the Committee is encouraged to make recommendations on improvement/changes, in an effort to avoid future incidents. Recommendations should be submitted in writing and addressed to council clearly spelling out the nature of the issue.



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5.0: Staff Development Policy

Purpose:

Provide adequate training.

Policy:

A Statement should be made outlining a regularly scheduled planned program.

Orientation: should be provided to all new employees, to previous employees who have been away for an extended period of time and employees who have changed positions if management feels it necessary. Provide necessary information so employees are able to perform their job safely and effectively. The following topics should be covered.

- The company's corporate commitment to Occupational Health & Safety
- Policies related to Occupational Health & Safety
- Work activity and routines expected of them and how they are to be performed
- Explain the proper policies should the worker become sick or injured
- Provide a hands-on demonstration as to how equipment works and safe working practices pertaining to their department

On the Job Training: employees should develop skills and knowledge on certain topics, i.e. WHMIS, EVACUATION (FIRE & DISASTER), CONFINED SPACE, LIFTING, TRAFFIC CONTROL, FIRST AID, etc.

Continuing Education: to keep personnel current in all aspects of health and safety literature will be provided on all upcoming educational opportunities – i.e. bulletin boards, library of information to be kept in municipal office. Recommendations will be received from staff on any ideas on continuing training.



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6.0: WHMIS 2015

References:

Provincial - [Occupational Health and Safety Act](#), R.S.O. 1990, c. O.1

Federal - [Hazardous Products Act](#) (HPA)

Federal - [Hazardous Products Regulations](#) (HPR)

Federal - [Hazardous Materials Information Review Act](#) (HMIRA)

Federal - [Hazardous Materials Information Review Regulations](#) (HMIRR)

Purpose:

To define and describe the Township's commitment to compliance with the WHMIS 2015 regulations.

Policy:

The Township is committed to ensuring a safe work environment and to compliance with all WHMIS 2015 regulations.

WHMIS is the acronym for Workplace Hazardous Materials Information System. There are two pieces of provincial legislation that implement WHMIS in Ontario:

1. The [Occupational Health and Safety Act](#) (OHSA), generally requires employers to ensure hazardous products are identified, to obtain safety data sheets and make them available in the workplace and to provide instruction and training to workers.
2. The [Workplace Hazardous Materials Information System Regulation](#) (R.R.O. 1990, Regulation 860) sets out in detail the employer's duties respecting labels and safety data sheets for hazardous products and prescribes the content and delivery of worker education programs.

How Do I know if a Material is Hazardous?

There are two references:

1. Label

The label on the container will clearly identify substances that are identified as hazardous. The label also provides important information including precautionary measures that you should take in using the substance.

2. Safety Data Sheet

A Safety Data Sheet (SDS) provides specific information on the substance that has been identified as hazardous. The data sheet also includes precautionary measures that are required to be taken when using the material. The Safety Data Sheet also includes recommended First Aid treatment.



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What Training is Provided?

WHMIS 2015 Training programs to be provided to all staff that may be exposed to hazardous materials in the course of their duties. All new staff who may, in the course of their duties, be exposed to hazardous materials be trained in WHMIS 2015 in a timely manner upon hire.

Additional WHMIS 2015 Training may be required in the event of a significant change in the types or usages of hazardous materials or in the event of an accident where hazardous materials were present. This additional training shall be at the discretion of top management to ensure health and safety of all staff members.

Supervisors are required to ensure staff are informed when a new hazardous material is introduced to the workplace. The Supervisor shall ensure the new product has the updated SDS sheet available for staff to access prior to introduction of hazardous product to workplace.

What is the Best Precaution I Can Take?

A product is not to be used in the facility until:

1. SDS is obtained
2. use of product completely understood by the staff
3. product is properly labelled

Do not use a product if you do not clearly understand how to do so safely!

Read the label on a product before using it!

Where are the SDS sheets located?

SDS Sheets shall be kept in a binder near the location of the Hazardous Material storage throughout the Township of Southgate locations. Your Supervisor will identify locations that are relevant to your job description. A Master list of all the SDS sheets will be kept in a digital file at the Administration Office under the control of the Public Works Administrative Assistant. It will be the Supervisors responsibility to furnish the Public Works Administrative Assistant with updated copies of all SDS sheets for every Hazardous Material within their area of responsibility.



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7.0: Workplace Hearing Conservation Program

Purpose

This Program considers the protection of employees from the health and safety hazards and risks associated with (over)exposures to workplace noise by encouraging compliance with applicable legislation, as well as in view of accepted noise control principles and best practices, in a manner consistent with achieving production and business objectives. The main objective of the program is to ensure regulatory compliance based upon a criterion level or $L_{ex,8}$ of 85 decibels (i.e. dB(A)). Best practice guidelines based on sound exposure levels of 80 decibels will also be respected wherever practicable.

Policy

This program regarding noise control and hearing conservation represents the Township of Southgate's initial formal, systematic approach to recognition, evaluation and control of the hazards and risks in accordance with health and safety (H&S) legislation, principles and practices regarding workplace noise. It is intended as a starting point, subject to modification as appropriate, based upon generally accepted practice regarding noise control and program management and subject to change as further workplace-specific information, particularly quantitative, objective data about employee exposure to noise becomes available and/or noise reduction measures are put in place.

The intent is to develop and implement a sustainable "Workplace Noise and Hearing Conservation Program", in other words, a planned, coordinated course of action implemented to prevent hearing loss and other adverse health and safety effects.

It is generally recognized that noise poses an ongoing occupational health and safety hazard in many workplaces, with potential to cause permanent hearing loss among employees if not properly controlled. (Over) Exposures to high levels of noise can also have a wide variety of other adverse effects, such as increasing physical and psychological stress, reducing productivity and possibly contributing to other accidents and/or injuries.

Section 139 of the Occupational Health and Safety Act (OH&SA) regards noise in the Regulation for Industrial Establishments which was amended and is directly applicable to all provincially legislated industrial workplaces in Ontario. Many other (non-industrial) Ontario workplaces are also impacted by these changes under Section 25(2)(h) of the OH&SA whereby the employer has a general duty to "take every precaution reasonable ... for the protection of a worker". Current Ministry of Labour (MOL) enforcement practices of the general duty clause include ensuring all workplaces respect the employee noise exposure criteria in Section 149 of the Industrial Regulations.



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Therefore, consistent with an overall management commitment to health and safety and the internal responsibility system underlying the OH&S Act, Southgate is working with the Joint Health & Safety Committee (JHSC), supervisors, and employees, to implement this program.

This Program applies to all operations conducted within the workplace or at job sites including Southgate's employees and contractors. It is generally considered to apply at all times during all work-related activities in work areas where sound exposure levels are 80 decibels or greater.

Policy Statement

The Township of Southgate recognizes that workplace noise presents health and safety risks to workers, including the potential for serious occupational illnesses such as permanent hearing loss. Accordingly, to help protect employees from overexposures to noise and the potential adverse health and safety effects, a "Hearing Conservation Program" has been developed and implemented based upon best available practices regarding accepted noise control and hearing conservation principles.

Legislation, Guidelines & Standards

The health and safety legislative provisions, as well as examples of some the main standards and/or guidelines relevant to the control of employee exposures to workplace noise and hearing loss potential, upon which this program is being develop and implemented are identified below:

1. Section 139, Ontario Regulation 851/90, made under the Occupational Health and Safety Act, Industrial Establishments, effective July 1, 2007. The full text for Section 139 is presented in Appendix A.
2. Occupational Health and Safety Act, key examples of numerous applicable sections include, but are not limited to:
 - Sections 25 and 26 regarding duties of employers e.g. 25 (2)(a) provide information and instruction to a worker; 25(2)(h): general duty of care: to take every precaution reasonable in the circumstances for the protection of a worker;
 - Section 27 regarding Duties of supervisor e.g. 27 (1)(a) A supervisor shall ensure that a worker (a) works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and (b) uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn;



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- Section 28 regarding the duties of workers e.g. 28(1)(a) work in compliance; 28(1)(b) use or wear protective devices that worker's employer requires to be worn;
 - Section 43 regarding worker refusal to work where health or safety in danger; and
 - Section 54 regarding powers of an inspector e.g. Sec 54(1)(f) evaluation by a person possessing special, expert or professional knowledge, etc.
3. Ministry of Labour (MOL) Health & Safety Guideline, "Amendments to Noise Requirements in the Regulations for Industrial Establishments and Oil and Gas-Offshore, (April 2007). See Appendix B.
 4. Workplace Safety and Insurance Board Guideline, "Hearing for Life: A Guide to Noise Control and Hearing Conservation," November 2003.
 5. Canadian Standards Association, "Procedures for the measurement of occupational noise exposure", CSA Z106.56-06, November 2006.
 6. Canadian Standards Association, Hearing Protection Devices – Performance, Selection, Care and Use", CSA Z94.2.0, July 2005.

Health and Safety Effects

This program recognizes that there are several possible adverse health and safety effects associated with overexposures to noise. The primary focus of this program is control of the risks of noise-induced hearing loss. It is also recognized that auditory disorders such as hearing loss and tinnitus, in turn, can have secondary effects including anxiety, depression, fatigue, and stress, amongst others. Further, it is understood that hearing impaired workers can pose a safety hazard while on the job to themselves, as well as to co-workers.

Education and Training Program

The Township of Southgate recognizes that education and training is an integral component of any workplace health and safety prevention program in order to promote employee knowledge and understanding, as well as to foster the effectiveness of the internal responsibility system. Therefore, as is typically required during the introduction of any new program, a need exists to develop and implement noise and hearing conservation education and training programs to build an in-house knowledge base, promote awareness and understanding, facilitate effective implementation, ensure cooperation and buy-in, and advance continuous improvement. Training programs will be developed and delivered appropriately tailored to the following target groups:



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- Senior Management
- Supervisors
- Workers (generic training)
- Workers (job-specific training for higher risk jobs or tasks)
- Joint Health and Safety Committee (JHSC)
- Human Resources

Hazard and Risk Communication, Including Warning Signs and Stickers

The potential health and safety effects associated with overexposures to noise will be communicated to the employees through a variety of means. In accordance with the legislative requirements, these communications channels will include clearly visible warning signs posted at every approach to an area or on a workplace tool in the workplace where the sound levels regularly exceed 80 decibels to help ensure employee awareness. It is understood that "regularly" includes routine and (regular yet) intermittent noise occurrences at or above 80 decibels.

The content of the signs will include Hearing Protection May Be Required. The content of the stickers will include Hearing Protection Required which will be affixed to the special item in which the protection is required along with an ear plug and/or ear muffs sticker.

Hearing Protection Devices

Hearing protection devices (HPD's), including earplugs and/or earmuffs if warranted, will be made available to all employees and visitors. Hearing protection must be worn properly and at all appropriate times in the applicable workplace. HPD's with an adequate protection factor be provided in accordance with Table 1 below.

Selection of "appropriate" protection will respect the compliance limit of 85 decibels however Southgate will operate with a best practice of reducing effective noise levels at the ear to at least 80 decibels. As part of the job performance expectations, employees are expected to comply with the legal duty to work in a safe manner through the proper selection, care and use of appropriate protection. Failure to do so will be subject to discipline up to and including termination. Supervisors will continually monitor the usage of HPD's to verify that they are worn properly by workers and record any non-compliances and/or disciplinary actions.

Table 1. Hearing Protection Devices (Source CSA Standard Z94.2.02)

L _{ex,8} dB(a)	Recommended	
	Grade	Class
≥ 80	1	C
≤ 90	1	C
≤ 95	2	B



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≤ 100	3	A
≤ 105	4	A
≤ 110	Dual	
> 110	Dual +	

Employees who are concerned about persistent ringing in their ears following a particular noise exposure incident should report the health and safety concern to their supervisor as well as contact the Human Resources Coordinator as early as possible for possible referral for additional audiological evaluations, as circumstances dictate.

Noise Control and Purchasing

A target of 80 dB(A) L_{ex} for noise emissions from new equipment will be adopted. Tenders and RFP's for new equipment will ask for dBA levels for new equipment and will specify noise performance expectations of the supplier and/or state ideals for noise reduction. Technological and/or design improvements leading to superior noise control and will be incorporated, if feasible, into new equipment.

Preventative Maintenance Program

A "Preventative Maintenance" (PM) program regarding noise control will be established.

The scope of this project will include, but not be limited to, identifying noise sources that can be more effectively controlled by appropriate actions taken within the context of a preventative maintenance program. Preventative equipment maintenance may present opportunities to reduce noise emissions and to examine deteriorating performance which may affect noise emissions. Significant noise-related findings, observations and any corrective actions of the preventative maintenance program will be documented as part of this program.

Program Evaluation and Continuous Improvement Process

The Hearing Conservation Program will be reviewed and updated annually, in consultation with the Joint Health and Safety Committee, reflecting changes in the worksites or the process. The review will generally follow accepted audit practices (e.g. WSIB Hearing for Life Program Audit Guidelines) and might also include surveys to update noise levels associated with changes in the operations, equipment or machinery, including requests for noise control.

Ongoing reviews will help identify continuous improvement opportunities for reducing noise. The findings and/or results of the review, including improvements since the last review which have reduced noise exposures, will be documented as part of this program.

Noise Legislation

Ontario Regulation 851/90
Industrial Establishments



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As Amended by O.Reg. 565-02 Section 2

Made under the Occupational Health and Safety Act

Published on e-Laws: July 1, 2007

Note: Regulation 51 has previously been amended. Those amendments are listed in the Table of Regulations – Legislative History Overview which can be found at www.e-Laws.gov.on.ca.

139. (1) In this section,

“**dBA**” means a measure of sound level in decibels using a reference sound pressure of 20 micropascals when measured on the A-weighting network of a sound level meter; (“dBA”)

“**decibel**” means a unit of measurement of sound pressure level that is equal to 20 times the logarithm to the base 10 of the ratio of the pressure of a sound, divided by the reference pressure of 20 micropascals;

“**equivalent sound exposure level**” is the steady sound level in dBA which, if present in a workplace for eight hours in a day, would contain the same total energy as that generated by the actual and varying sound levels to which a worker is exposed in his or her total work day, determined in accordance with the formula set out in subsection (2) O. Reg. 565/06, s. 2.

(2) The formula for determining the equivalent sound exposure level is as follows:

$$L_{ex,8} = 10 \text{ Log}_{10} \left(\frac{\left[\sum_{i=1}^n (t_i \times 10^{0.1 \text{ SPL}_i}) \right]}{8} \right)$$

where,

L_{ex,8} is the equivalent sound exposure level in 8 hours,

Σ is the sum of the values in the enclosed expression for all activities from i = 1 to i = n,

i is a discrete activity of a worker exposed to a sound level,

t_i is the duration in hours of i,

SPL_i is the sound level of i in dBA,



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n is the total number of discrete activities in the worker's total workday.

(3) Every employer shall take all measures reasonably necessary in the circumstances to protect workers from exposure to hazardous sound levels. O. Reg. 565/06, s. 2.

(4) The protective measures shall include the provision and use of engineering controls, work practices and, subject to subsection (7), personal protective equipment. O. Reg. 565/06, s. 2.

(5) Any measurement of sound levels in the workplace that is done in order to determine what protective measures are appropriate shall be done without regard to any use of personal protective equipment. O. Reg. 565/06, s. 2.

(6) Without limiting the generality of subsections (3) and (4), every employer shall ensure that no worker is exposed to a sound level greater than an equivalent sound exposure level of 85 dBA, $L_{ex,8}$. O. Reg. 565/06, s. 2.

(7) Except in the circumstances set out in subsections (8) and (9), the employer shall protect workers from exposure to a sound level greater than the limit described in subsection (6) without requiring them to use and wear personal protective equipment. O. Reg. 565/06, s. 2.

(8) If this subsection applies, workers shall wear and use personal protective equipment appropriate in the circumstances to protect them from exposure to a sound level greater than the limit described in subsection (6). O. Reg. 565/06, s. 2.

(9) Subsection (8) applies if engineering controls are required by subsections (3) and (4) and,

(a) are not in existence or are not obtainable;

(b) are not reasonable or not practical to adopt, install or provide because of the duration or frequency of the exposures or because of the nature of the process, operation or work;

(c) are rendered ineffective because of a temporary breakdown of such controls; or

(d) are ineffective to prevent, control or limit exposure because of an emergency. O. Reg. 565/06, s. 2.

(10) A clearly visible warning sign shall be posted at every approach to an area in the workplace where the sound level, measured as described in subsection (5), regularly exceeds 85 dBA. O. Reg. 565/06, s. 2.



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8.0: Ergonomics Policy

Introduction

Township of Southgate is developing an ergonomic program to improve the health of its employees by minimizing ergonomic stressors. The objective of any safety initiative is to prevent injuries and illnesses by removing their causes. For musculoskeletal disorder hazards we can achieve this by eliminating or reducing employee exposure.

Definitions applicable to this policy

ERGONOMIC ISSUES - Points of concern regarding ability to fit the workplace to the worker's needs.

MUSCULOSKELETAL CONDITIONS - Circumstances that cause muscle aches and pains usually due to working in awkward postures.

WORKSITE EVALUATIONS - Assessment of the workplace in order to improve the fit between the worker and the work environment.

Purpose

The purpose of the Township of Southgate ergonomics policy is to protect all workers from injuries caused by exposure to musculoskeletal risk factors.

Policy Statement

This policy applies to all workers, the Health & Safety Committee and the Management Team who are available to assist departments in:

- Identifying ergonomic issues
- Training workers and team members on the ERGONOMIC ISSUES identified and recommended practices.
- Completing assessments.
- Implementing solutions
- Providing resources for up to date information.

Responsibilities for Departmental Management

Departments are responsible for developing and implementing an Ergonomics Program. The Management Team must be aware of the concerns and meet the needs of the department's workers who perform day-to-day operations. Departments must provide sufficient resources to implement needed ergonomic changes. Departments must provide and document training that will increase awareness of the following:

- Musculoskeletal conditions, signs and symptoms
- Ergonomic Risk Factors
- Accommodations that can be made as a result of worksite evaluations.



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Departments will make every effort to ensure all new equipment purchases meet the ergonomic standards issued by the Ergonomic Team and that equipment takes into consideration a wide range of users.

Responsibilities for Ergonomic Teams

Township of Southgate Health and Safety Committee and or Department Management Team will perform worksite evaluations and observations to ensure workstations meet the needs of the user. Departments must ensure reasonable accommodations are made to provide equipment that is recommended to meet the user's needs.

Worker responsibilities

All workers who perform day-to-day operations will participate in a general Ergonomics awareness training session. Equipment provided by the department must be used correctly including using proper working techniques. Cooperation and communication between departmental management and their respective workers is necessary to identify and correct ergonomically related issues.

If an employee is experiencing any signs or symptoms of musculoskeletal disorders, the employee is to report their symptoms to their supervisor. The supervisor will fill out the appropriate form to have a review of the job completed and send the employee for appropriate medical management. All requests will be followed up by the Department Management Team who will advise the employee, their supervisor, and Human Resources/WSIB administrator of the necessary follow-up.

Obtaining assistance

Employees, Supervisors, Department Heads, etc. may request an ergonomic assessment of work area(s) or work process(es) by contacting the Health and Safety Committee. The Committee will conduct an ergonomic evaluation and provide written documentation for eliminating or reducing ergonomic risk factors to the employee and their supervisor.



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Appendix A – Policy #33A

Southgate Occupational Health & Safety Annual Policy Statement

Purpose:

To inform staff of the importance of health and safety in the workplace and of Southgate's commitment to ensure that our facilities are operated in a safe and healthy manner.

Policy:

The Township of Southgate is committed to providing protection of all employees from injury or occupational disease. The Township of Southgate will make every effort to provide a safe, healthy work environment. All supervisors and workers must be dedicated to the continuing objective of eliminating injury and risk to health.

It is the responsibility of the Township to provide safe equipment, safe working conditions and safety training. Supervisors are responsible to ensure that machinery and equipment is safe and that workers work in compliance with established safe work practices and policies.

Employees are expected to be familiar with the Occupational Health and Safety Act and to abide by all safety regulations and policies and to work safely at all times so as not to endanger themselves or other workers. It is also the responsibility of every employee to report all unsafe or unhealthy conditions and to ensure that safe and healthy work conditions are maintained.

The objective of our Occupational Health & Safety Policy & Manual is to provide and maintain a safe and healthy workplace and to eliminate injuries in the workplace.

Mayor

Date



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Appendix B - Policy # 33A Employer's report of safety-related Refusal to work

Name and position of employee(s):

(attach separate list as appropriate)

Date: _____ Time refusal reported: _____

Reasons reported for refusal (include full details of nature of alleged hazard and when first noticed; attach statements of supervisor and workers):

Name of Supervisor receiving report: _____

Name of JH&S worker representative called (or reason for non-availability): _____

First-stage investigation results (include full details of conditions observed, concerns noted and steps taken to remedy): _____

Date & Time second-stage refusal reported: _____

Reasons reported for second-stage refusal (full details): _____

Supervisor Signature

Date

Original report to be forwarded to Joint Health & Safety Committee