

County of Elgin

Section: **8**

Human Resources Policy Manual

Subject: **County Safety Policy**

Code - A

Date Approved: **Oct. 1/87**

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Date Last Revision: **Sept.11/91**

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### **APPLICATION:**

This policy applies to all work places under the authority of the County of Elgin.

### **INTENT:**

- ◆ It is the intention of the County:
- ◆ To comply, to the fullest extent possible, with the spirit and intent of the Occupational Health and Safety Act and all related legislation.
- ◆ To prevent risk of injury and illness arising from the workplace environment.
- ◆ To establish and maintain a Health & Safety program in co-operation with the Joint Occupational Health & Safety Committees.
- ◆ To encourage the co-operation of all employees, in complying with the Health & Safety Policy and Program.

### **POLICY:**

The County of Elgin is dedicated to operating at a standard which will establish our County as a leader in promoting and protecting the health and safety of all employees.

Through active leadership and support the County's goal is to promote attitudes amongst our employees that will ultimately lead to the reduction and elimination of workplace hazards.

### **RESPONSIBILITIES:**

The responsibility for the County of Elgin's Health and Safety Policy is delegated to all personnel.

#### **Council Responsibilities:**

- ◆ Continuing support of the Occupational Health & Safety Policy and Program and for the provision of consistent application of Health & Safety standards across the County.
- ◆ Establishing and maintaining an internal system for program management, allocating funds, time and human resources as necessary for Health & Safety.

#### **Department Head Responsibilities:**

- ◆ Administration and communication of the Occupational Health and Safety Policy and Program within their departments.
- ◆ Encouraging attitudes and work practices that reflect the intent of the policy by ensuring employees and supervisors receive regular and applicable safety training, according to their needs.
- ◆ Including Health & Safety responsibilities in performance criteria, as appropriate for management and supervisory staff.
- ◆ Assuming ownership responsibility and maintenance as required by the legislation, for property and buildings owned by the County.
- ◆ Ensuring that all contractors and sub-contractors and their employees meet or exceed the expectations of the County's Health & Safety Program.
- ◆ Appointing Management representatives for the Joint Occupational Health & Safety Committee within their department. Consulting with the Joint Occupational Health & Safety Committee and ensuring a 21 day response to recommendations.
- ◆ Ensuring the highest level of safety and health standards that exceed requirements of the Occupational Health & Safety Act and related legislation, within their department.

**Supervisory Staff Responsibilities:**

- ◆ Familiarizing themselves and communicate to their staff, the Health & Safety Policy, the Safety Program and the requirements of the legislation, as it applies to the workplace.
- ◆ Liaising with all staff and being of assistance to the Joint Occupational Health & Safety Committee, in an effort to reduce and eliminate physical hazards and influence safe work attitudes among employees.
- ◆ Instructing, informing and supervising employees to protect their Health & Safety.
- ◆ Investigating and responding to any safety or health related concerns which may be brought to their attention and initiating corrective measures, as may be appropriate.

**Employee Responsibilities:**

- ◆ Uphold the requirements of the Policy, the Program and the legislation in order to assist the County in providing a healthy and safe work environment. Communicating any violations to their immediate Supervisor.
- ◆ Assuming responsibility for their own actions to prevent injury to themselves and other employees.
- ◆ Immediately reporting workplace and near miss accidents, no matter how minor.

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**Joint Occupational Health & Safety Committee Responsibilities:**

- ◆ Identifying workplace hazards, through inspections, and recommending remedial action to the Department Head.
- ◆ Conducting or assisting in investigations, as specified by the legislation.
- ◆ Making recommendations to Department Heads to enhance the effectiveness of the Health & Safety Program.
- ◆ Promoting a high standard of safety values among all workplace parties.
- ◆ Members are entrusted with confidentiality of information concerning employees and the workplace.