

<b>Origin Department:</b>	Human Resources	<b>Policy Code:</b>	A09-HR
<b>Approval Date:</b>	March 24, 2025	<b>Approved by:</b>	Council
<b>Next Review:</b>	Annual Basis	<b>Revision Date:</b>	March 24, 2025

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## Purpose

As per the Occupational Health and Safety Act (OHSA), employers, management, supervisors and other persons in authority must take every reasonable precaution in maintaining the health and safety of those under their authority, including training in specific work tasks, ongoing hazard recognition and ensuring compliance with all applicable legislation and corporate health and safety policies and procedures.

## Scope

This policy applies to all employees, Council members, paid on-call fire fighters, volunteers, committee members and any outside contractors, suppliers and agencies who are engaged in municipal business activities.

## Policy/Procedure

Council and management of Clearview is committed to the health and safety of its employees. It is the objective of council and management to integrate health and safety into all aspects of the organization to provide a safe and healthy work environment. Every employee, supervisor and manager will work in compliance with the law and with safe work practices and procedures established by Clearview.

Every council member, manager, supervisor, employee and contractor has primary responsibility for his/her own safety and actions, and for the safety of others affected by their actions.

- Clearview (Council and Management) shall appoint competent persons as Supervisors as per OHSA - Section 25(2)(c).
- A “Supervisor” is anyone who directs/oversees work, including Managers, Supervisors, Directors, Foremen and Lead Hands.
- A “competent Supervisor” must:
  - Be qualified through knowledge, training and experience to organize the work and its performance;
  - Be familiar with the Act and the regulations that apply to the work being performed in the workplace;
  - Know about any actual or potential danger to health and safety in the workplace.

- Management, supervisors and other persons in authority must take every reasonable precaution in maintaining the health and safety of those under their authority. This includes training in specific work tasks, ongoing risk and hazard recognition, correction and disciplining the workers, where necessary, to prevent the recurrence of unsafe actions.
- Health and safety will be a regular topic at management and departmental meetings.
- Clearview will annually review and analyze injury and illness statistics for all departments and develop solutions to prevent or minimize future similar injuries or illnesses.
- Clearview will audit the health and safety program and policies annually, and implement improvements as applicable.
- All employees of Clearview must report to their supervisor any hazardous conditions that are contrary to good health, safety or environmental requirements. Managers and supervisors are responsible for ensuring that corrective action is taken in a timely manner.

## **Responsibility**

### **Clearview Township (Council and CAO)**

- Appoint competent Supervisors to roles of responsibility as per OHS Act Section 25(2)(c).
- As per OHS Act Section 32, every director and officer of a corporation shall take all reasonable care to ensure that Clearview Township complies with the Occupational Health and Safety Act (OHS Act) and its regulations and complies with all Ministry of Labour Orders and requirements of MOL Inspectors.
- Ensure that Clearview Township has a formal Health and Safety Program in effect that meet legislated requirements and achieves safety requirements of employees. Ensure that all managers, supervisors and employees comply with all the policies and procedures therein.
- When allocating resources, ensure that adequate financial and human resources are allocated for health and safety objectives.
- Guide a workplace culture of safety with appropriate leadership and accountability.

### **Management and “Supervisors”**

- Take every precaution reasonable in the circumstances for the protection of the work as per OHS Act Section 27(2)(c).
- Know and apply the workplace safety policies and relevant occupational health and safety legislation as required by a “competent supervisor”.
- Ensure all corporate health and safety policies meet legislated requirements and achieve safety requirements of employees.

- Be aware of the hazards that exist for the newly hired employee. Ensure that new employees receive detailed safety instruction and training before they are allowed to work without supervision. Such training and instruction shall be diligently documented and signed by the employee and the Supervisor and maintained on file.
- Where applicable, develop department-specific Standard Operating Procedures for safe operation of equipment, safe handling of potentially hazardous substances and/or guidelines for preventing hazards that may be encountered within the employees' specific role/work environment. Supervisors will ensure that the SOPs are regularly reviewed with employees.
- During departmental meetings, health and safety shall be a regular agenda item.
- In collaboration with the HR Manager, Supervisors will coordinate annual health and safety training for employees in compliance with the OHSA, related legislation, corporate policy and department-specific hazard awareness and prevention requirements.
- As part of routine duties, the supervisor shall require employees to use personal protective equipment and clothing as appropriate. Management/Supervisors will ensure PPE is available for use.
- Enforce all established safety regulations, safe work methods and policies. Take corrective actions as necessary to ensure compliance with the rules (including disciplinary action, where necessary, to prevent the recurrence of unsafe actions).
- Continually promote health and safety awareness with instruction, information, training and supervision to ensure the safe performance of employees.
- Report all accidents immediately to HR Manager, investigate all accidents fully, and take immediate action to prevent similar accidents in the future.
- Conduct monthly inspections of all work units to ensure a hazard-free environment.
- Provide an example for others by always directing and performing work in a safe manner.
- Respond to all recommendations from JHSC in 21 days, in writing.
- Know and apply the workplace safety policies and relevant occupational health and safety legislation as required by a "competent supervisor".

## **Supervisors dealing with Contractors**

- As part of Clearview's procurement process, ensure that the **Contractor Pre-Qualification Form** (Appendix B) is completed by Contractors interested in providing construction and/or maintenance services to Clearview. Contractors will not be considered for work if they do not meet the pre-qualification criteria. The pre-qualification criteria includes WSIB clearance, general liability insurance, work history, recent health and safety performance and proof of health and safety training and qualifications.
- Assess the size of the job and the potential risk that may be involved and take all necessary precautions to control the work environment to prevent injury to employees or the public.
- Ensure that the contractor has provided details of any hazards that they will be bringing onto Clearview's site or any hazards that may be created as a result of the nature of the work being undertaken.
- Ensure that all contractors not performing to Clearview's safety standards are removed from the list of approved contractors.
- Ensure that equipment purchases meet applicable safety standards.
- Ensure that all contractors receive a copy of Clearview's Health and Safety Policy.

## **All employees, volunteers, council members and committee members**

(Applicable to all permanent and temporary employees at all Clearview Work locations)

- Read, understand and comply with Clearview's corporate health and safety policies, safe work practices and procedures.
- Where applicable, read, understand and comply with department-specific Safe Operating Procedures (SOPs).
- Use the required safety equipment and PPE (personal protective equipment).
- Carry out work in a manner so as not to create a safety hazard to yourself or others.
- Assist in the reduction and controlling of accident and illness producing conditions; - Suggest ways to eliminate hazards.
- Report any incidents, accidents, hazards, near misses, injury or illness promptly to your supervisor.
- Use the correct tools and equipment for the job.
- Keep tools and equipment in good condition, report defects in workplace equipment immediately.

- Develop a personal concern for health and safety, for yourself and others, particularly when working with or near a young or newly hired employee.
- Co-operate with health and safety committee members and representatives.
- Workers will endeavor to have representation at all JHSC meetings.

### **Human Resources Department**

- Advise management and the JHSC of any changes to health and safety legislation.
- Provide general H&S training for all new hires.
- Recommend regular corporate training for health and safety education as required. Arrange training as required.
- Provide orientation and H&S training for all newly appointed JHSC members.
- Provide review of accident, injury and hazard incidents for all workplace parties and make recommendations for improvement.
- Annually review and update H&S policies, procedures and programs as required by legislation in collaboration with JHSC and senior management.

### **Joint Health and Safety Committee (JHSC)**

The Joint Health and Safety Committee is an advisory group of worker and management representatives, who meet regularly to review injury reports, discuss health and safety concerns and make recommendations.

The committee responsibilities include:

- Ensure inspections are conducted.
- Review health and safety concerns.
- Identify the potential or existing hazards of materials, processes or equipment.
- Promote the establishment, maintenance and monitoring of programs, measures and procedures respecting the health and safety of workers.
- Make recommendations to the employer and the workers to remedy identified hazards, and to follow up on these recommendations.
- Review workplace accident statistics with the purpose of setting priorities for action.
- Designate worker members to attend a work refusal or work stoppage, investigate a critical injury or fatality, attend beginning of occupational health and safety testing, if required, and accompany Ministry of Labour inspector investigations and inspections of the workplace.

- Be bound by confidentiality except where disclosure of information is specifically required by legislation.
- Review JHSC guidelines and responsibilities annually.

[Appendix “A”](#) - outlines the JHSC Terms of Reference.

**Attachments**

Appendix A – JHSC Terms of Reference

Appendix B – Contractor Pre-Qualification Form

**Authority**

By signing below, the official representative validates that the policy has been approved by the appropriate Approval Authority (Council, Senior Management, Department Director).

<b>Approval Authority Official Representative:</b>	Mayor	<b>Resolution / By-law # / Meeting Date:</b>
<b>Signature:</b>		
<b>Date signed:</b>		