

MUNICIPALITY OF KILLARENY – TURTLE MOUNTAIN
POLICY & PROCEDURES MANUAL

<i>Section</i>	Employees	<i>Classification</i>	Policy
<i>Subject</i>	Workplace Safety and Health	<i>Pages</i>	5
<i>Authority</i>	Council	<i>Effective Date</i>	May 31, 2007
<i>Approved (date and resolution number)</i>	July 25, 2007, Resolution #349-2007	<i>Index Number</i>	EMP-03

Subject: Workplace Safety and Health

Covers: All Municipality of Killarney – Turtle Mountain Employees Effective: May 31, 2007

Purpose: To protect employees in the civic service against health and safety hazards, encourage and assist the promotion of personal health and safety, and ensure compliance with relevant legislation.

Policy: The Municipality of Killarney Turtle Mountain recognizes the health and safety of employees is of primary importance. It is the intention of the Municipality, with the full participation and support of the union and management, to establish and maintain effective guidelines and programs to prevent and reduce employee injury in the Municipal service.

The Municipality will continue to provide employees with healthy and safe working conditions, equipment and materials, that as a minimum meet the requirements of The Workplace Safety and Health Act and other relevant legislation and codes.

Definitions:

“Employee” refers to every employee of the Municipality of Killarney – Turtle Mountain, including the Chief Administrative Officer, Department Managers, full time staff, part time staff, seasonal staff and volunteers.

“Health” refers to that activity which deals with the inter-relationships of an employee’s health and occupation.

“Safety” is that activity involved in minimizing levels of risk in the employee’s occupation.

“Imminent danger to life or health” refers to a condition existing at a work site, such as the concentration of oxygen or flammable or toxic air contaminant, or extreme degrees of heat, cold, noise, vibration, pressure, ultra violet and infra-red radiation and x-ray, which could cause a person without appropriate personal protective equipment to be fatally injured or cause irreversible and/or incapacitating effects on the person’s health.

Responsibilities

Chief Administrative Officer shall:

- a. be responsible for the overall Municipal Workplace Safety and Health Program.

Municipality of Killarney –Turtle Mountain Workplace Safety and Health Committee shall:

- a. Consist of an equal representation from workers and management which shall be drawn from the Municipality Workplace Safety and Health sub-committees. Members or their alternate are required to attend every regular meeting;
- b. Be responsible for administering the Municipal Workplace Safety and Health Policy, monitoring the effectiveness of any programs developed as a result of the Policy, and reviewing the policy on an annual basis;
- c. Be responsible for reviewing the Municipality's Respectful Workplace Policy as it relates to the potential risk of violence in the workplace;
- d. Assist departments by providing information, interpretation and specialized resources as necessary in co-coordinating the implementation and maintenance of safety and health programs;
- e. Provide a medium through which safety and health concerns may be resolved reasonably and cooperatively;
- f. Assist workers and the employer to identify, record, examine, evaluate and resolve safety and health concerns in Municipality workplaces;
- g. Develop practical procedures and conditions to help achieve the highest possible degree of safety and health in municipality workplaces;
- h. Promote education and training programs to develop detailed knowledge of safety and health responsibilities in Municipality workplaces;
- i. Meet as often as required, but at least every three months; and
- j. Appoint two co-chairpersons, one from the worker members and one from management who will alternately chair the meetings.

WORKPLACE SAFETY AND HEALTH SUB-COMMITTEES shall:

- a. be in place at the Public Works Service, Fire Service, Office, Utility Service.
- b. provide a medium through which safety and health concerns can be identified and resolved or referred to the Municipality Workplace Safety and Health Committee;

- c. report to the Municipality Joint Workplace Safety and Health Committee at regular meetings;
- d. consist of representation from workers and management, with worker representation being equal or greater than management representation; and
- e. ensure workers receive time for time when required to attend meetings related to their sub-committee appointment during their off-shift by notifying the worker's supervisor.

OCCUPATIONAL SAFETY AND HEALTH COORDINATOR shall:

- a. act as a resource to the Municipality's Joint Workplace Safety and Health Committee and Workplace Safety and Health Sub-Committees;
- b. be responsible for the development and communication of a corporate philosophy that promotes and supports a safe and healthy workplace;
- c. be responsible for overseeing the development, implementation, and promotion of occupational safety and health policies, procedures, and programs for the organization;
- d. ensure that best practices are employed so that equipment, materials, and protective devices are maintained in accordance with safety and health regulations;
- e. ensure all areas of the organization are kept up-to-date with relevant changes to Manitoba's safety and health legislation and assist supervisors to ensure compliance;
- f. provide Corporate safety and health orientation to new workers or when a change in practice occurs;
- g. coordinate safety audit programs and conduct accident/incident investigations; and
- h. analyze organizational safety statistics and make necessary recommendations to the Chief Administrative Officer and the Municipality's Joint Workplace Safety and Health Committee.

GENERAL MANAGERS, DIRECTORS, AND SUPERVISORS shall:

- a. ensure that safety and health programs are applied in accordance with municipal policy;
- b. be responsible for development and adherence to generally accepted safe work practices within their work area;
- c. be aware of corporate wide safety and health issues and discuss them on a regular basis; and
- d. ensure that employees receive workplace safety and health orientation relevant to their work area;

EMPLOYEES shall:

- a. take reasonable care to protect their safety and health and that of other persons at the work site;
- b. be required to know and apply relevant safety and health legislation; and
- c. be required to know rules and procedures contained in the General operating Guidelines, Municipality Policy, and Departmental Policy and Procedure manuals within their work area.

WORKPLACE SAFETY AND HEALTH LOG BOOK OF SAFETY CONCERNS

A Safety Log Book for recording safety concerns has been established at municipal facilities to record and monitor safety concerns located on municipality property. Safety Log Books shall be placed in a visible and accessible location.

An employee who observes any safety concern at a Municipality facility shall report it to that facility's Safety Log Book.

Any concerns which require immediate attention are to be brought to the attention of a Supervisor. The Supervisor shall take immediate action to ensure the safety of the staff and the public.

RIGHT OF ENTRY AND STOP WORK AUTHORITY

Any member of the Municipality's Joint Workplace Safety and Health Committee and the Occupational Safety and Health Officer is authorized to enter any Municipality owned or administered building, vehicle, work site, construction area, or property for the purpose of recognizing, evaluating, or controlling an occupational safety or health hazard.

Where, in the opinion of any qualified member of the Municipality's Joint Workplace Safety and Health Committee or the Occupational Safety and Health Officer, a situation exists that constitutes a safety hazard, or is an imminent danger to life or health, he/she shall, through the person in charge of the work site:

- i) order work stopped and not restarted until it is safe to do so;
- ii) order the work site evacuated if such is deemed necessary;
- iii) instruct the person in charge of the work site to inform their appropriate manager of the steps already taken and of those required to permit work to re-commence.

POLICY DISSEMINATION AND REVIEW

The Workplace Safety and Health policy and program will be reviewed by March 31 annually by the Joint Workplace Safety and Health Committee.

The Workplace Safety and Health policy will be posted in all Municipal-owned buildings by the respective sub-committees in a location that is visible to all employees.

CONSEQUENCES

If it is determined that this policy has been breached by an employee, appropriate disciplinary action shall be taken internally or externally under relevant legislation.

RELATED INFORMATION

Workplace Safety and Health Act, W210 and Regulations

**Where there is any conflict between the policies and procedures adopted by the Municipality of Killarney – Turtle Mountain and the policies and procedures set forth in a collective agreement adopted by the Municipality of Killarney-Turtle Mountain, or policies and procedures set forth in a statute of the Provincial or Federal Government, the collective agreement or the Provincial or Federal statute shall supersede such other policies or procedures.*