



CITY OF GREENWOOD

OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURES MANUAL

The City of Greenwood is committed to the Health and Safety of all our employees.

The purpose of the Health and Safety policies and procedures is to guide and direct all employees to work safely and prevent injury, to themselves and others.

All employees are encouraged to participate in developing, implementing, and enforcing Health and Safety policies and procedures.

All employees must take all reasonable steps to prevent accidents and never sacrifice safety for expedience.

Our goal is to eliminate or minimize hazards that can cause accidents.

It is the City of Greenwood's policy that all employees be given a copy of the policies manual and be familiar with its contents.

This policy will be reviewed annually.

Together we can achieve a safe and happy work environment.



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Health and Safety Policy

The City of Greenwood is committed to the goal of providing and maintaining a healthy and safe working environment, with a view to continuous improvement.

This goal is only achievable by adherence to established objectives striving to exceed all obligations under applicable legislation, and by fostering an enthusiastic commitment to health, safety and the environment within the City of Greenwood personnel, contractors, and visitors.

In particular:

- Management, working in cooperation with the Health and Safety Representative, will strive to take all reasonable steps to reduce workplace hazards to as low as reasonably achievable.
- Supervisors and managers are held accountable for the health and safety of all employees under their supervision. This includes responsibility for applicable training and instruction, appropriate follow up on reported health and safety concerns, and implementation of recommended corrective action. This accountability is integrated into the performance appraisal system.
- Supervisors, workers, and visitors are expected to perform their duties and responsibilities in a safe and healthful manner and are accountable for the Health and Safety of themselves and others.
- The City of Greenwood is committed to providing all necessary training and instruction to ensure that appropriate work practices are followed on the job, and to promote their use off the job.
- If necessary, The City of Greenwood will take disciplinary action where individuals fail to work in a healthy and safe manner, or do not comply with applicable legislation or corporate policies and procedures.
- Health, safety, the environment, and loss control in the workplace are everyone's responsibility. Loss control is the proactive measures taken to prevent or reduce **loss** evolving from accident, injury, illness, and property damage. The aim of the **loss control** is to reduce the frequency and severity of **losses**. **Loss control** is directly related to human resource management, engineering, and risk management practices.
- City of Greenwood expects that everyone will join in our efforts to provide a healthy and safe working environment on a continuous day to day basis. Only through the dedication and efforts of all individuals can the City of Greenwood succeed in providing a healthy safe working environment.



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Occupational Health and Safety in Workplaces Duties of Workers

Occupational Health and Safety and You

One of your most important responsibilities is to protect your Health and Safety as well as that of your co-workers. This booklet will discuss some of your duties under the occupational Health and Safety legislation and help you to make your workplace safer and healthier.

What the law requires

Workplaces under the jurisdiction are governed by your provincial legislation. The legislation places duties on owners, employers, workers, suppliers, the self-employed and contractors, to establish and maintain safe and healthy working conditions. The legislation is administered by your provincial legislation. Your officials are responsible for monitoring compliance.

Duties of Your Employer

The City of Greenwood is responsible for providing you with safe and healthy working conditions. This includes a duty to protect you from violence, discrimination, and harassment. You must cooperate with your employer in making your workplace safe and healthy.

Responsibilities

You must also comply with the legislation. You have responsibilities to:

- Protect your own Health and Safety and that of your co-workers.
- Not initiate or participate in the harassment of another worker.
- Co-operate with your supervisor and anyone else with duties under the legislation.

Rights

The legislation gives you three rights:

- The right to know the hazards at work and how to control them.
- The right to participate in Occupational Health and Safety.
- The right to refuse work which you **believe** to be unusually dangerous.

You may not be punished for using these rights. An employer can be required to legally justify any action taken against a worker who is active in Health and Safety.

Your Rights to Know

The Act requires your employer to provide you with all the information you need to control the hazards you face at work. For example, chemicals at the workplace must be listed. You are entitled to review this list. Your employer must train you to safely handle the chemicals you will work with. If you are inexperienced, you must receive an orientation which includes;



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- What to do in a fire or other emergency.
- First aid facilities.
- Prohibited or restricted areas.
- Workplace hazards and any other information you should know.

Your Rights to Participate

You have the right to become involved in occupational Health and Safety. The legislation encourages employers and workers to work together to maintain a healthy and safe workplace.

Your Rights to Refuse

You have the right to refuse to do work which you believe is unusually dangerous. The unusual danger may be to you or to anyone else. An unusual danger could include such things as:

- A danger which is not normal for your occupation or the job.
- A danger under which you would not normally carry out your job.
- A situation, for which you are not properly trained, equipped, or experienced.

To exercise this right, use the following guidelines.

Once you believe that the work you have been asked to do is unusually dangerous, you should inform your supervisor. Make sure that the supervisor understands that you are refusing to do the disputed job for health and safety reasons. Work with the supervisor to attempt to resolve the problem.

If the problem cannot be resolved by the supervisor to your satisfaction, your supervisor should phone the CAO and ask for advice. You also have the right to contact the CAO at any time.

The CAO has the right to assign you to other work (at no loss in pay or benefits) until the matter is resolved.

Do not leave the site without the permission of your employer.

Contact your health and safety or C.U.P.E representative and ask for help. Your supervisor should contact the CAO and ask him/her to investigate. They will try to resolve the matter. If they cannot resolve the matter to your satisfaction, they will convene for an emergency committee meeting. The committee will investigate and prepare a report on the refusal.

You have the right to continue to refuse until:

- Measures have been taken to satisfy you that the job is now safe to perform.
- Your occupational health and safety representative has investigated and ruled against your refusal.
- If the committee rules against your refusal, you have the right to appeal the ruling to an occupational health officer. The officer will investigate and prepare a report on the disputed work.
- If you disagree with the decision of the officer, you may appeal to the director of the Division.



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An employer cannot assign another worker to do the disputed job unless the replacement worker is advised in writing:

- Of the refusal and the reasons for it.
- Of the reasons why the employer believes that the replacement worker can do the disputed job safely.

The replacement worker also has the right to refuse and of the steps to follow when exercising this right.

Staff

- Comply with all Company Procedures, Safety Policy, and requirements of Occupational Health & Safety.
- Be responsible for working safely and carrying out your duties with skill and care as to not cause accidental injury to themselves, fellow employees, or the general public.
- Immediately report all injuries, near misses or potential hazards to their supervisor.
- Know the location of all fire extinguishers, fire alarms or other warning devices.
- Ensure all personal safety equipment is being used properly.
- Maintain clean and orderly work area.
- When in doubt.... ASK

General Safety Rules

All accidents, injuries or near misses, regardless of their nature, shall be promptly reported to the CAO.

- Clothing shall be appropriate to the duties being performed. Steel toed shoes are the minimum requirement for public works staff.
- Hard hats and safety vests are provided for all public works staff.
- Smoking is not permitted in any part of city buildings.
- Hand tools are to be used for their intended purpose only.
- Filing cabinet drawers are to be filled from the bottom up or the cabinet is to be securely fastened /anchored.
- Aisles are to be kept clear at **ALL** times.

Safety Tips

- If you are not sure.....ask.
- Follow instructions and don't take chances.



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- Wear your personal safety equipment.
- Avoid injury by lifting correctly. If it's heavy, ask for help. Max weight to be lifted is 60lbs.
- Make sure the job can be done safely.

Accident and Near Miss Reporting

The following protocol must be followed.

All employees must immediately report any occupational injury, accident or near miss to the safety representative or CAO.

Report all injuries for medical attention.

The purpose of this procedure is to comply with Occupational Health & Safety act, workers compensation board and to determine the cause of the accident and make recommendations to prevent further re-occurrence.

All reports of injury must be filed.

Fill out Incident report forms.

The employer must retain the records kept for 3 years from the date the incident is recorded. A person who has custody of records must ensure that no person other than the worker has access to a worker record unless:

- The record is in a form that does not identify worker.
- The worker has given written permission to the person.
- The Director of Medical Services or a person authorized by the director requires to be produced under the act.

An employer must give a worker a copy of the records pertaining to the worker if the worker asks for a copy.

Critical Injury Protocol

First and foremost, always take whatever measures are required to provide proper care of an injured worker.

Call 9.1.1. and provide necessary information asked.

If a critical injury has occurred and the worker has been cared for, the CAO must be notified. The appropriate report must be completed as soon as possible; this is to ensure that important details are not forgotten.

A critical injury is an injury that....

- Places life in jeopardy.
- Produces unconsciousness.



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- 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 major portion of the body.
- Causes loss of sight in an eye.

Accident Investigation Policy

All accidents that result in injury or property damage or that could have resulted in serious injury or property damage (near miss) must be thoroughly investigated.

The investigation must determine the cause of the incident so that appropriate action can be taken to prevent recurrence.

The safety representative shall be responsible for conducting the investigation. The investigation report shall be completed as soon as possible after the incident and reported to the CAO. The safety representative and appropriate supervisor shall determine what steps are to be taken to prevent recurrence.

Any disputes arising from the investigation will be investigated and arbitrated by the CAO.

Alcohol and Drug Policy

It is the responsibility of all employees to ensure an alcohol and drug free environment.

If there is any awareness or suspicion that any employee, suppliers, or visitor is under the influence of illegal narcotics or alcohol, they will be removed from the premises immediately.

Should an employee report to work while under the influence of such substances, the employee will be taken home by a ride provided by the city.

This is a zero-tolerance policy.

Disciplinary Action

Careless work and irresponsible behaviour directly affect the quality of health and safety in the workplace. Even absenteeism influences safety by placing more duties on fellow employees. The following instances shall be cause for verbal or written warning and possible dismissal.

- Absenteeism without cause.
- Health and safety violations.
- Poor conduct or misconduct.
- Theft.
- Sexual harassment.



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- Racial discrimination.
- Carelessness.
- Wilful damage to City of Greenwood property.
- Wilful damage to City of Greenwood reputation.
- Drug or alcohol use.

Compliance with company and legislative safety standards is necessary to maintain a safe and healthy work environment.

As with any program noncompliance issues must be dealt with.

The following is a guideline for disciplinary actions for safety infractions based on seriousness of the offence.

***First offence**, employee will be given a documented verbal warning

***Second offence**, employee will be given a written warning and a one-day suspension without pay.

***Third offence**, employee may be suspended or terminated (suspension or termination to fit seriousness of the offence).

Hazard Warning Signs

Whenever possible, warning signs will be displayed where a potential hazard may cause injury. Warning signs must be strictly adhered to.

Warning signs must be posted where hazards exist and must not be removed unless hazard has been controlled.

Contact Information

City of Greenwood, PO Box 129, Greenwood BC, V0H 1J0, (250)445-6644
E-mail- cao@greenwoodcity.ca



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Acknowledgement & Agreement Receipt

I, _____, hereby acknowledge receipt of the City of

Greenwood "**Occupational Health & Safety policy**".

I have read, understand, and agree to the terms of employment and will carry out and abide by the operational procedures and rules as outlined therein.

I agree:

To adhere to all company policies and procedures.

To the use of safety equipment, at all times, which is required by my safe work procedures and by my clients.

Government and client regulations shall be complied with at all times.

I am responsible and accountable for my health and safety performance.

Employee's name: _____

Employee's Signature: _____ Date _____

CAO, City of Greenwood: _____

This page is to be filed at city hall.