

Policy Title: HEALTH AND SAFETY

Policy # E-009

ADMINISTRATIVE PROCEDURES

Date adopted by CAO: August 18, 2015

Initials of CAO: _____



SCOPE

The Municipality of Jasper shall maintain a health and safety program conforming to the best practices of similar organizations. This program shall be based on a conscious and ongoing focus on injury and illness prevention on the part of supervisors and employees, and on cooperation in all health and safety matters between supervisors and employees, and between employees and co-workers.

This policy shall apply to all Municipality of Jasper operations and all Municipality of Jasper employees and volunteers.

The Municipality's health and safety program will involve:

1. providing mechanical and physical safeguards to the maximum extent possible;
2. conducting a program of health and safety inspections to find and eliminate unsafe working conditions and practices, to control health hazards, and to comply fully with health and safety standards for every job;
3. training all employees in good health and safety practices;
4. providing necessary personal protective equipment and instructions for its use and care;
5. developing and enforcing health and safety rules and requiring that employees comply with these rules as a condition of employment
6. investigating every accident promptly and thoroughly to confirm causes, correct problems and avoid recurrences; and
7. establishment of a Joint Health and Safety Committee including representation from both the C.U.P.E. Local #1458 and exempt staff.

RESPONSIBILITY

Overall responsibility for Health and Safety shall rest with the CAO.

The Municipality recognizes that the responsibilities for health and safety are shared.

1. The Municipality accepts responsibility for leadership of the health and safety program, program effectiveness and improvement, and provision of the safeguards to ensure safe workplace conditions.
2. Supervisors are responsible for developing the proper attitude towards health and safety in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the health and safety of all personnel involved, and

Policy Title: HEALTH AND SAFETY

Policy # E-009

ADMINISTRATIVE PROCEDURES

Date adopted by CAO: August 18, 2015

Initials of CAO: _____



that all employees are provided with and have the opportunity to be familiar with the Safe Work Practices Manual adopted by Municipal Council.

3. Employees are responsible for wholehearted, genuine cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties.
4. Every member of staff is responsible for identifying potentially unsafe or unhealthy working conditions and reporting these in writing, on the prescribed form, to their immediate supervisor and to the Joint Health and Safety Committee.

Directors shall be responsible to:

1. at all times, maintain Health and Safety programs and practices as a priority in the workplace;
2. provide information, instruction, and assistance to all supervisory staff in order to protect the health and safety of all municipal employees;
3. understand and enforce the Municipality's health and safety policy and Safe Work Practices Manual, and applicable occupational health and safety legislation;
4. ensure all supervisory staff have a full understanding of this policy and of applicable occupational health and safety legislation;
5. provide all supervisory staff with proper, well-maintained tools and equipment, and such personal protective equipment as is required to meet applicable standards and maintain safe workplaces;
6. provide health and safety education programs and first aid training courses as required to meet applicable standards and maintain safe workplaces; and
7. monitor departments and projects, and hold supervisors and staff accountable for their individual safety practices.

Supervisors shall be responsible to:

1. understand and apply this safety policy, the Safe Work Practices Manual, and applicable occupational health and safety legislation;
2. ensure that all employees are familiar with the Safe Work Practices Manual, trained to work in a safe manner, and use all protective equipment and procedures required by the Municipality and applicable legislation;
3. advise all employees of any potential or actual dangers in the workplace and of how to isolate, prevent, or remove such dangers;

Policy Title: HEALTH AND SAFETY

Policy # E-009

ADMINISTRATIVE PROCEDURES

Date adopted by CAO: August 18, 2015

Initials of CAO: _____



4. arrange for medical treatment as required in the case of illness or injury, and arrange transportation to hospital, if necessary;
5. report all accidents and unsafe or unhealthy working conditions to their Director and the Joint Health and Safety Committee immediately, and participate in the investigation of accidents and planning for the prevention of similar incidents in the future; and
6. carry out regular inspections of the workplace to ensure a safe and healthy environment.

Employees shall be responsible to:

1. read, understand and comply with this policy, the Safe Work Practices Manual, and such other procedures and rules of operation as the Municipality may establish from time to time;
2. use the safety equipment and wear the personal protective gear required by regulations and the employer;
3. immediately notify their supervisor of any unsafe conditions or acts that may pose a danger to themselves, other workers, or the public;
4. report all accidents and injuries to their supervisor as soon as is possible; and
5. take every reasonable precaution to protect their own safety and that of other workers in the workplace.

TERMS OF REFERENCE: JOINT HEALTH AND SAFETY COMMITTEE

The Municipality shall maintain and operate a "Joint Health and Safety Committee" made up of union staff members and management staff.

Appointments

1. As per the Collective Agreement between the Municipality of Jasper and C.U.P.E. Local #1458, the Committee shall consist of a minimum of four (4) members:
 - a. Two (2) members of C.U.P.E. Local #1458 appointed by the Union executive; and
 - b. Two (2) members of the Municipality's management staff appointed by the CAO.

Policy Title: HEALTH AND SAFETY

Policy # E-009

ADMINISTRATIVE PROCEDURES

Date adopted by CAO: August 18, 2015

Initials of CAO: _____



- 2 Appointments shall be for terms of not less than two years except that one year appointments may be used to prevent either both union member appointments or both management member appointments from expiring in the same year.
- 3 Appointments will consider the desirability of placing on the Committee, over time, staff members representing each of the departments and functional areas in the municipality.

Purpose and Functions of Committee

The Joint Health and Safety Committee shall play a leadership role in protecting employee health and safety, and shall provide a venue for the employer and employees to work together to identify and address health and safety issues in the workplace and to prevent occupational illnesses, accidents, property damage and injuries in the workplace.

The Committee is responsible to:

- a) receive, consider, deal with, and keep records of complaints related to health and safety;
- b) review accident/incident reports twice annually;
- c) establish and promote employee health and safety education programs;
- d) co-operate with any workplace occupational health service, employee assistance program, or government-appointed safety officers;
- e) participate in all inquiries and investigations related to occupational health and safety;
- f) develop, establish, maintain, and monitor programs, measures and procedures for the protection or improvement of emotional and physical health and safety in the workplace;
- g) ensure that adequate records are kept on work accidents, injuries, and health hazards, and monitor related data;
- h) consult with professional and technical specialists as necessary to advise the Committee on occupational health and safety issues;
- i) collect information on existing or potential hazards to health and safety, and issue health and safety bulletins where warranted;
- j) have full access to government and municipal reports related to health and safety, including employee statements concerning the health and safety of employees, with the exception of medical records unless the employee concerned consents to their release; and

Policy Title: HEALTH AND SAFETY

Policy # E-009

ADMINISTRATIVE PROCEDURES

Date adopted by CAO: August 18, 2015

Initials of CAO: _____



- k) advise Council and management on workplace health and safety issues.

Posting Committee Membership

The Committee shall post and maintain current a listing of member names and work locations on internal bulletin boards in each department.

Member responsibilities

Committee members shall be responsible to:

- a) abide by these Terms of Reference;
- b) participate in all activities, responsibilities and/or investigations assigned to them by the Committee;
- c) familiarize themselves with health and safety laws, obligations, policies, and regulations as they pertain to the Municipality;
- d) assure to the extent possible a safe and healthy workplace;
- e) attend all meetings of the Committee;
- f) participate in Committee educational opportunities to further their knowledge of health and safety issues.

Records

The Committee shall keep accurate records of all matters that come before it, and shall keep minutes of its meetings. The minutes shall be available for viewing upon request.

Meetings

Meetings, if and when required, shall be held at the call of the Committee chairman, or at the request of a majority of the members but, in any event, a minimum of four meetings shall be held each year.

Quorum

- a) a quorum shall consist of a majority of the members;
- b) in order to be more effective, the Committee should work by consensus or agreement to reach solutions. Decisions by majority vote should be avoided if possible.

Policy Title: HEALTH AND SAFETY

Policy # E-009

ADMINISTRATIVE PROCEDURES

Date adopted by CAO: August 18, 2015

Initials of CAO: _____



Chairman

The Committee shall select a chairman from the membership.

Vice-Chairman

The Committee shall select a vice-chairman from the membership.

Committee Secretary

The secretary shall be appointed by the Committee and shall be responsible for keeping records of meetings, and preparing and distributing agendas.

Terms of Office

- a) members of the Committee shall serve for a term of at least one year;
- b) each November, a chairman and a vice-chairman shall be selected to serve for a term of one year;
- c) if vacancies arise, they shall be posted in each department, and filled as soon as possible after the Committee meeting during which the vacancy is first noted, with a majority vote of the membership of the Health and Safety Committee.

Sub-Committees

Sub-committees shall be appointed and utilized as required by the Committee. The sub-committees shall report the progress and results of their work to the Committee. Any further recommendations made by a sub-committee must be approved by the Committee prior to furtherance beyond the Committee.

Agenda

All agenda items, including the attendance of guests, must be brought forward to the Chairman and/or Secretary prior to the preparation of the agenda. The agenda shall be prepared and distributed at least three days prior to the meeting taking place.

Minutes

Minutes shall be prepared and distributed to all members as soon as possible after each meeting. The minutes shall include the names of all Committee members present or absent, and their work location. The names of any guests will also be listed.

Policy Title: HEALTH AND SAFETY

Policy # E-009



ADMINISTRATIVE PROCEDURES

Date adopted by CAO: August 18, 2015

Initials of CAO: _____

Minutes from each meeting shall be signed by the chairman after adoption at a subsequent meeting. After adoption and signing, the minutes shall be sent to the Employer and the Union, and shall be posted on all Union bulletin boards within the Municipality.

Reports

- a) reports shall be posted on all Union bulletin boards;
- b) at the request of management or the Union, the chairman of the Committee shall be available to present reports, in person, on behalf of the Committee;
- c) the Chairman shall prepare an annual report, with Committee approval, for presentation to the Council in November of each year.

Safety Inspections

Unscheduled safety inspections of departments may be called by any Committee member. The CAO shall be involved in at least one inspection per year. Each department shall have their own customized inspection form appropriate to that facility. The walkthroughs shall be conducted in accordance with the Municipality's Safety Manual guidelines. The findings of these walkthroughs shall be recorded, and a copy forwarded to the department manager and the Health and Safety Committee.

Meeting Format

The format for each Committee meeting shall be as follows:

- Call to order
- Approval of Agenda
- Approval of Minutes
- Business Arising from Minutes (this includes tabled items & old business)
- Reports (Accident/Incident, tool box, etc.)
- Safety Inspections
- New Business
- Information items (or correspondence)
- Adjournment

Pay Provisions

For payroll purposes, time spent by members of the Joint Health & Safety Committee in the course of their duties (as limited to department inspections, attendance at Committee and sub-Committee meetings, and as representatives reporting on behalf of the Joint Health & Safety Committee at meetings of the Union, Council, relevant boards or management) shall be considered regular time worked.

Policy Title: HEALTH AND SAFETY

Policy # E-009

ADMINISTRATIVE PROCEDURES

Date adopted by CAO: August 18, 2015

Initials of CAO: _____



This pay provision clause is included to encourage participation and commitment from all employees of the Municipality in the Joint Health and Safety Committee, and to show appreciation for the time, energy and effort put forth by Committee members.

Funding and budgeting

The Joint Health & Safety Committee shall keep an account of funding supplied by the Employer, as well as funds procured through WCB rebates to the Municipality or other sources, to be used for Committee or employee education and supplies related to health and safety. A budget will be approved yearly by the Committee and forwarded to the CAO for approval.

Restricted Reserve

Purpose:

To provide a process to allow for the WCB surplus distribution rebate to be applied to a restricted Healthy and Safety account. This money would then be used to support health and safety training, purchase specialty health and safety equipment, computer programs and/or audit requirements.

Source of funding:

WCB surplus distribution rebate. This is not a guaranteed source of revenue and if all funds are expended, no other monies will be added to this account unless they are from a WCB surplus distribution rebate cheque.

Application:

1. To access funds a letter requesting monies would be required to go to the H&S committee for approval with at least one director having signing authority.
2. Single purchases would not exceed \$5000 unless further approved by a Director.
3. Annual transfers to the H&S restricted reserves will be based on the WCB surplus distribution rebate, which varies from year to year and could be zero in any given year.
4. Restricted funds maximum balance \$30,000. Any surplus will be applied to our WCB yearly premiums.

Duration: Ongoing

Communication

Municipal employees with health and safety-related concerns or complaints should address them in the following manner, and no employee, department head, or Committee member shall fear reprimand for following these lines of communication:

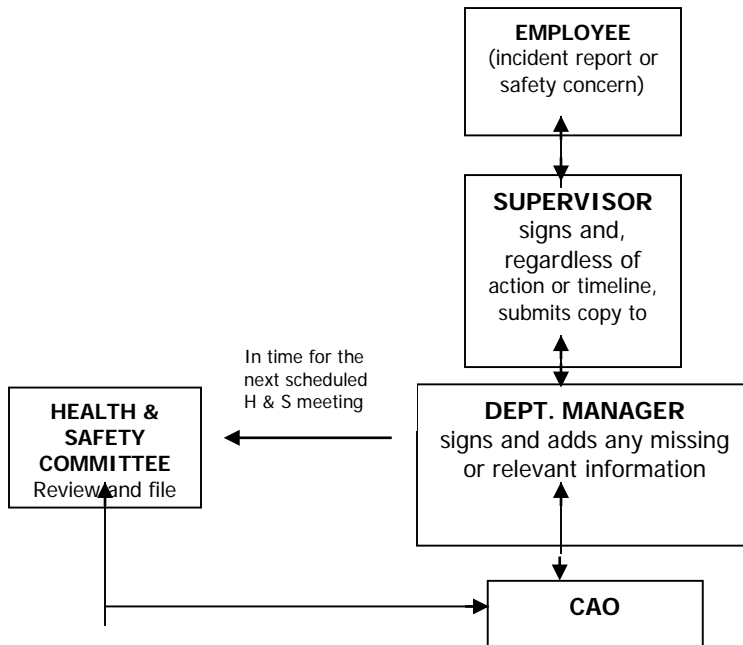
Policy Title: HEALTH AND SAFETY

Policy # E-009

ADMINISTRATIVE PROCEDURES

Date adopted by CAO: August 18, 2015

Initials of CAO: _____



Review and Amendments

The Terms of Reference of the Committee will be reviewed on a regular basis and amendments made as required. Amendments must be approved by a majority of the Committee members.

Limitation of Liability

Members of the Committee shall not be held personally liable for anything done or not done, provided they have acted in good faith while carrying out their duties as Committee members.

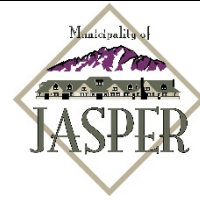
Policy Title: HEALTH AND SAFETY

Policy # E-009

ADMINISTRATIVE PROCEDURES

Date adopted by CAO: August 18, 2015

Initials of CAO: _____



**Explanatory document to the
JOINT HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE**

1. Documentation Review Intervals. The H&S Committee will review the following documents:

Policy	-Annually	Signed each 3 Years
Terms of Reference	-Annually	
TOR Explanatory	-Annually	
Safety concern	-Monthly	
Accident/Near Miss Reports	-Monthly	
2. The review of accident/incident forms will generally take place monthly at the H&S meetings. Semi-annual review is a minimum.
3. Accidents that shall be investigated are those; outlined in accordance with the Safety Codes Act and those by requested of either the manager or the employee, or those incidents deemed so by the H&S Committee that may require further information, or for the purpose of a review.
4. Alternates have the right to vote.
5. There must be at least one person from the Health and Safety Committee on any subcommittee formed. Any External members who serve on a subcommittee must obtain their managers approval.
6. Report-"the results of an examination" "a compilation of data". Not the forms themselves but a result of the accumulation of that data. A report should also be presented upon returning from a conference or training so that new information is disseminated to the rest of the H&S Committee.
 - a) a report which should be posted are those of consequence (that aid in reduction of hazards, Inform of a change in SWP or warn of short term risks.) this avoids the clutter and allows for posting of critical information.
7. H&S Inspections shall be reviewed by the manager and the H&S Committee. Completed Inspection forms shall be submitted to the H&S Mail box at the activity center.
8. "Regular Basis" every year, a major change in operations or legislation. (the intent of this is to allow for this review to take place by or in October of each year so that amendments may be presented to Council in the annual report in November.)