



## MUNICIPAL DISTRICT OF GREENVIEW NO. 16

*"A Great Place to Live, Work and Play"*

**Procedure Title: GENERAL HEALTH and SAFETY**

**Procedure No: 3000-01**

**Approval: CAO**

**Effective Date: September 9, 2014**

**Supersedes Procedure No: AD 16**

### 1. Definitions

- 1.0 A safe and healthy work environment is a goal everyone shares. For that reason, the Occupational Health and Safety Act is an important piece of legislation, which was passed to protect employer, management and workers. The Act provides minimum standards within which the Municipal District Council, Management, and all Employees will work together to keep the work site safe and free from health and safety hazards.
- 2.0 If a contradiction between policy and procedures arises, the C.A.O. will resolve the issue and recommend changes to procedure or policy.

**ROLES OF COUNCIL, MANAGEMENT, DEPARTMENT HEADS, EMPLOYEES and the HEALTH AND SAFETY COMMITTEE:**

### 2. Responsibilities

- 2.1. *Council:*
  - 2.1.1. To encourage a healthy and safe work place by:
    - 2.1.1.1. providing the necessary funding for safety related programs, equipment and clothing.
    - 2.1.1.2. endorsing and approving the appropriate policies.
- 2.2. *Management:*
  - 2.2.1. To provide information, instructions, and assistance to all staff in order to protect the health and safety of all employees.
  - 2.2.2. To ensure all staff have an understanding of the Health and Safety programs as well as relevant Occupational Health and Safety Legislation.
  - 2.2.3. To ensure staff has proper, well-maintained tools and equipment, and personal protective equipment, which may be required.
  - 2.2.4. To approve ongoing Health and Safety education programs and courses.

2.3 *General Managers / Supervisors / Foremen:*

- 2.3.1 To understand and enforce the M.D.'s Health and Safety Policies as well as Occupational Health and Safety Legislation.
- 2.3.2 To advise employees of any potential dangers and how to isolate, prevent and remove them.
- 2.3.4 To ensure all workers are aware of their health and safety obligations.
- 2.3.5 To carry out and document inspections of the work place to continually ensure a safe and healthy environment.
- 2.3.6 Co-operate with Occupational Health and Safety personnel and the Health and Safety Committee to provide any information requested during an investigation.

2.4 *Employees:*

- 2.4.1 To read, understand and comply with the Health and Safety policy, safe work practices, and Occupational Health and Safety procedures and rules.
- 2.4.2 If asked to do work which he believes poses imminent danger to himself or others, the employee may refuse to do it and immediately notify his/her Supervisor, explain the reason if the Supervisor does not agree; and if the employee still feels the hazard exists, the employee will contact Management or any member of the Health and Safety Committee.
- 2.4.3 The employee will document the concern and may request the assistance of the Health and Safety Committee.
- 2.4.4 Management and one member of the Health and Safety Committee will investigate and rule on the situation.
- 2.4.5 The employee will cooperate with Occupation Health & Safety Personnel and the Health and Safety Committee by providing any information requested during an investigation.

2.5 *Health & Safety Committee:*

- 2.5.1 The Health and Safety Committee shall consist of seven (7) M.D. of Greenview employees with a minimum of one Management, Operations and Clerical representative. The C.A.O. will request volunteers on an annual basis. If more than seven employees are interested in sitting on the Committee, the C.A.O. will decide who the Committee members will be.
- 2.5.2 The Clerical staff may be represented by the recording secretary appointed by Administration to the Health and Safety Committee.

**3. General**

- 3.1 The Manager of Human Resources will act as a non-voting, advising member on the Committee.

- 3.2 The maximum term on the Committee will be two consecutive years, with the exception of the recording secretary, who shall remain as a permanent member, to ensure continuity on the Health & Safety Committee.
- 3.3 All members will be appointed for a term of two calendar years with half the membership being appointed every year, allowing expiry of membership to alternate preventing all new members at one time.
- 3.4 A quorum of the Committee will consist of at least four voting members.
- 3.5 The Committee will choose the Chair and Vice Chair annually from amongst the voting members.
- 3.6 The Committee will establish a constitution for the operation of the Health and Safety Committee.
- 3.7 The objectives of this Committee are to:
  - Encourage the Municipal District and all it's employees to work together in the identification, correction and evaluation of health and safety concerns;
  - Recommend solutions to unsafe procedures and health threats;
  - Recommend Health and Safety Policies for Municipal District Council approval;
  - Provide a member to jointly investigate all accidents / incidents with the involved department's supervisor. Near miss incidents will be investigated when requested by a Committee member;
  - Maintain a Health and Safety Manual and update it on a regular basis. Any changes to the Manual will be presented to the C.A.O. for approval.
  - Do a general inspection of M.D. operations twice per year.
- 3.8 This Committee will meet as required, with a minimum of one meeting per quarter. All meetings are open to all employees with supervisory approval and minutes will be prominently posted.
- 3.9 This Committee will report to the C.A.O.
- 3.10 The Health and Safety Committee will make readily available to all employees the General Health and Safety Policy, the Health and Safety Manual, Legislation and any other information it deems necessary.

4. **End of Procedure**

Approved: 10.03.824