



## **Administrative Report**

### **Office of the Director of Human Resources**

**To: Warden Tom Bain and Members of County Council**

**From: Greg Schlosser  
Director of Human Resources**

**Date: April 4, 2018**

**Subject: Health and Safety Policies**

**Report #: 2018-0404-HR-R001-GPS**

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#### **Purpose**

To request approval of a proposed new policy (Internal Leadership Responsibility Policy 2018-01), and proposed revisions to the annual Occupational Health and Safety Policy Statement.

#### **Background**

In conducting a gap analysis of our health and safety policies and practices Administration noted that a clear documentation of leadership accountability was missing. The purpose of the introduction of the new policy and revision to the policy statement is to address this shortcoming. Article 25 of the Occupational Health and Safety Act and Regulations for Industrial Establishment speaks to the extensive and ultimate accountability that the top leadership in organizations have for the health and safety of the employees. The introduction of, and revision of, these policy documents addresses these legislated accountabilities.

With the assistance of Workplace Safety and Prevention Services (WSPS) Administration has developed these policies. In our preliminary discussions with WSPS we have also concluded that the OH&S policies and procedures in each of the County's departments are too divergent. While some differences are appropriate, as the operations do vary significantly from department to department, there is the need for more commonality. This commonality will

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better facilitate leadership to be able to fulfill the accountabilities listed in these policies.

Accordingly, Administration has set up a cross departmental task team to work on this initiative. Representative from EWSWA and the Library Board are also on this team. The introduction of this Internal Leadership Responsibility Policy and revisions to the Occupational Health and Safety Policy Statement are the foundational steps in this initiative.

**Discussion**

The Internal Leadership Responsibility Policy details specific ongoing and annual accountabilities for the CAO and respective department heads.

The Occupational Health and Safety Policy Statement is signed by the Warden and CAO at the start of each calendar year, and posted in the workplace. The proposed revisions articulate accountabilities, as the leaders of the Corporation, of the Warden and County Council.

**Recommendation**

That County Council approve the proposed new policy (Internal Leadership Responsibility Policy 2018-01), and proposed revisions to the annual Occupational Health and Safety Policy Statement.

Respectfully Submitted

*Greg Schlosser*

Originally Signed by

Greg Schlosser Director Human Resources

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Concurred With,

*Robert Maisonville*

Originally Signed by

Robert Maisonville, Chief Administrative Officer

| <b>Appendix No.</b> | <b>Title of Appendix</b>                                      |
|---------------------|---|
| Appendix I          | Occupational Health and Safety Policy                         |
| Appendix II         | Internal Responsibility Occupational Health and Safety Policy |