

## County of Essex Policy Manual

### Internal Leadership Responsibility Policy – Occupational Health & Safety DRAFT

<b>Policy Number:</b>	2018-01
<b>Approved by:</b>	County Council
<b>Department:</b>	All Departments of the Corporation of the County of Essex
<b>Date Approved:</b>	2018-04-04
<b>Effective Date:</b>	2018-04-11
<b>Originating Department:</b>	Human Resources
<b>Last Revision Date:</b>	
<b>Scheduled for Review By:</b>	2020-04-01

#### 1.0 Purpose

To define the Chief Administrative Officer's and respective Department Head's commitment, participation, and responsibilities in the establishment, implementation, and ongoing continual improvement of the Corporation of the County of Essex's health and safety management system.

#### 2.0 Scope

This policy applies to the Chief Administrative Officer and Department Heads at the Corporation of the County of Essex.

#### 3.0 Exclusions

N/A

#### 4.0 Definition

- 4.1 **Accident:** An accident is an incident which has given rise to injury, ill health or fatality.

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- 4.2 **Corrective action:** Action to eliminate the cause of a detected nonconformity or other undesirable situation.
- 4.3 **Hazard:** A source, situation, or act with a potential for harm in terms of human injury or ill health, or a combination of these.
- 4.4 **Hazard identification:** Process of recognizing that a hazard exists and defining its characteristics.
- 4.5 **Health and safety:** Conditions and factors that affect, or could affect, the health and safety of employees or other workers (including temporary workers and contractor personnel), visitors, or any other person in the workplace.
- 4.6 **Health and safety management system:** Part of an organization's management system used to develop and implement its health and safety policy and manage its health and safety risks.
- 4.7 **Health and safety objective:** Health and safety goal, in terms of health and safety performance, that an organization sets itself to achieve.
- 4.8 **Health and safety policy:** Overall intentions and direction of an organization related to its health and safety performance as formally expressed by top management.
- 4.9 **Health and safety performance:** Measurable results of an organization's management of its health and safety risks.
- 4.10 **Incident:** Work-related event(s) in which an injury or ill health (regardless of severity) or fatality occurred, or could have occurred.
- 4.11 **Interested party:** Person or group, inside or outside the workplace, concerned with or affected by the occupational health and safety performance of an organization.
- 4.12 **Non-compliance:** Non-fulfilment of a legal requirement.
- 4.13 **Organization:** A company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration.

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- 4.14 **Preventive action:** Action to eliminate the cause of a potential nonconformity or other undesirable potential situation.
- 4.15 **Procedure:** Specified way to carry out an activity or a process.
- 4.16 **Record:** Document stating results achieved or providing evidence of activities performed.
- 4.17 **Risk assessment:** Process of evaluating the risk(s) arising from a hazard(s), taking into account the adequacy of any existing controls, and deciding whether or not the risk(s) is acceptable.

## 5.0 Responsibilities

- 5.1 The Chief Administrative Officer overseeing the Corporation of the County of Essex shall:
  - 5.1.1 Health and Safety Management System
    - Ensure that the Corporation of the County of Essex is in compliance with the *Occupational Health and Safety Act* and other applicable regulations and industry standards.
    - *Ensure that the Warden and the rest of County Council are aware of their OH&S obligations as set out in Legislation and the "Corporation of the County of Essex Health and Safety Policy".*
    - Review, approve, and support the implementation of an occupational health and safety policy.
    - Conduct an annual review of the occupational health and safety policy to ensure that it remains relevant and appropriate to the workplace.
    - Provide support in defining roles, assigning responsibilities, establishing accountability, and delegate authority to implement and maintain a health and safety management system.
    - Assume administrative responsibility for health and safety in the workplace.

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- Provide support in the establishment of a health and safety management system and work with County Council to provide the necessary resources (i.e.: budget, manpower) to eliminate or minimize risks to workers and other interested parties who could be exposed to occupational health and safety hazards associated with each Department's operational activities.
- Annually ensure that the health and safety risks and determined controls are taken into account when establishing, implementing and maintaining the Corporation's health and safety management system.
- Provide support in the establishment, implementation, and periodic review of the annual documented health and safety objectives.
- Review and approve departmental annual budgets for health and safety initiatives, and ensure that the necessary resources are allocated for the implementation of the health and safety objectives and the health and safety management system.
- Provide support in the establishment of a process for the ongoing monitoring and measurement (quantitative or qualitative) of the Corporation's health and safety performance.
- Ensure the availability of effective and competent supervision for the protection of workers' health and safety.
- Provide support and the necessary resources in the establishment of a Joint Health and Safety Committee, and in the carrying out by the committee of any of their functions.
- Comply with Sections 25, 26, and 27 of the *Occupational Health and Safety Act*.

## 5.1.2 Hazard Management Program

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- Support the establishment, implementation, and periodic review of a process for:
  - Hazard identification, risk assessment, and the determination of necessary operational controls;
  - Hazard reporting;
  - Recording, investigating, and analyzing workplace accidents and incidents;
  - Identifying actual and potential non-compliances, making corrections and taking corrective and preventive action;
  - Management of change; and
  - Identifying the potential for emergency situations and how to respond to those situations.

5.2 The respective **Department Head** for each department within the Corporation of the County of Essex shall:

5.2.1 Health and Safety Management System

- Ensure that their department is in compliance with the *Occupational Health and Safety Act* and other applicable health and safety regulations and industry standards.
- Establish, implement, and maintain an occupational health and safety policy.
- Define roles, assign responsibilities, establishing accountability, and delegate authority to implement and maintain a health and safety management system.
- Establish, implement, and maintain a health and safety management system to eliminate or minimize risks to workers and other interested parties who could be exposed to occupational health and safety hazards associated with their department's operational activities.

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- Ensure that the health and safety risks and determined controls are taken into account when establishing, implementing and maintaining their department's health and safety management system.
- Establish, implement, and maintain documented health and safety objectives, consistent with the health and safety policy, at relevant functions and levels within the workplace.
- Establish and submit an annual budget to the Chief Administrative Officer for the implementation of health and safety objectives and the health and safety management system.
- Review and approve all hazard-specific policies and procedures, i.e.: lockout procedures, lift truck procedures, ladder safety, etc.
- Establish, implement, and maintain a procedure for the identification, storage, protection, retrieval, retention and disposal of health and safety documents and records.
- Establish, implement, and maintain a process for the ongoing monitoring and measurement (quantitative or qualitative) of their department's health and safety performance, and implement a plan as to what will be measured, where and when it should be measured, what measurement methods should be used, and the competence requirements for the persons who will perform the measurements.
- Review their department's health and safety management system, on an annual basis, to ensure its continuing suitability, adequacy and effectiveness. Reviews shall include assessing opportunities for improvement and the need for changes to the health and safety management system, including the health and safety policy and health and safety objectives. Inputs to management reviews shall include: results on internal audits, health and safety performance, the extent to which objectives have been met, etc.

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- Report to the Chief Administrative Officer on the health and safety management review findings, at planned intervals, and provide recommendations for continuous improvement.
- Provide support and the necessary resources in the establishment of a Joint Health and Safety Committee, and in the carrying out by the committee of any of their functions.
- Compliance with Sections 25, 26, and 27 of the *Occupational Health and Safety Act*.

## 5.2.2 Hazard Management Program

- Establish, implement, and maintain a procedure for:
  - Hazard identification, risk assessment, and the determination of necessary operational controls;
  - Hazard reporting;
  - Recording, investigating, and analyzing workplace accidents and incidents;
  - Identifying actual and potential non-compliances, making corrections and taking corrective and preventive action;
  - Management of change;
  - Identifying the potential for emergency situations and how to respond to those situations; and
  - The reporting of significant health and safety risks within their department, and the process for determining the appropriate operational controls and/or control activities where significant risks have been identified, i.e.: during workplace inspections, incident investigations, risk assessments, etc.

## 5.2.3 Health and Safety Legal and Other Requirements

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- Establish, implement, and maintain a process for:
  - Identifying and accessing health and safety legal and other requirements applicable to the workplace; and
  - Periodically evaluating compliance with the legal or other requirements that are applicable to their department's health and safety risks, as part of their department's commitment to compliance.
- Provide the Chief Administrative Officer with the documented results of the periodic evaluations of compliance with legal or other requirements, and the recommendations for corrective action where non-compliances have been identified.

## 5.2.4 Communication, Participation and Training

- Establish, implement, and maintain a procedure for:
  - Internal communication and participation among various functions and levels of their department, and for external communication with interested parties;
  - Identifying training needs associated with health and safety risks and the health and safety management system;
  - Ensuring that any worker performing tasks that can impact health and safety are competent on the basis of appropriate education, training or experience (including contractors);
  - Determining competency requirements for individual tasks; and
  - Evaluating the effectiveness of health and safety training, i.e.: written or oral examinations, practical demonstrations, etc.



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- Facilitate the development, scheduling, and delivery of all health and safety training within their department.

Participate in periodic health and safety training that will increase his/her working knowledge of Ontario's *Occupational Health and Safety Act* and applicable regulations.