

## DATE

The following was approved by the Chief Administrative Officer (CAO) as an Administrative Policy on **October 20, 2021**.

This policy was amended as follows:

Amendment Date	Resolution No.	Summary of Amendment

## PURPOSE

This policy establishes and governs the District of Lake Country's (the District) commitment to providing a healthy and safe workplace that complies with all legal and regulatory requirements, is inclusive in nature and adaptive to change.

The District's goal is to create a safe work environment that promotes a zero-injury safety culture and sustainable wellbeing for all employees, contractors and visitors at District workplaces. The District believes employee's families have the right to see their family members come home safe and healthy every day.

## POLICY

1. The District recognizes that safety is a shared responsibility of all employees and contractors, regardless of their position or title. With this in mind, the health and safety of the District's workforce will be made a priority by management in all planning, operations, and delivery of services to stakeholders.
2. To achieve this, the District will:
  - 2.1. Maintain an Occupational Health and Safety program designed to prevent injuries and illnesses, and promote wellness and resiliency;
  - 2.2. Know and follow the health and safety requirements stated in the Workers Compensation Act, WorkSafe BC regulations, and other regulatory bodies where applicable;
  - 2.3. Identify and educate the workforce about known or foreseeable hazards, and implement controls that allow for everyone to work safely;
  - 2.4. Provide ongoing training, equipment and resources required to maintain a healthy and safe workplace;
  - 2.5. Provide leadership that actively promotes safety and continuous improvement of the OHS program, and leads by example;
  - 2.6. Provide supervision that ensures compliance and appropriate safe work practices are being followed;
  - 2.7. Maintain a Joint Occupational Health & Safety Committee to identify and control hazards and to cultivate a culture of prevention;
  - 2.8. Set goals, and benchmark ourselves against similar municipalities to measure our performance;
  - 2.9. Ensure that all employees and contractors understand their rights and responsibilities when it comes to health and safety;
  - 2.10. Make safety a focus during meetings, training, planning, and program development;
  - 2.11. Review the safety program regularly and when significant changes require it.

## Appendix A – Roles and Responsibilities

**Roles and Responsibilities.** In addition to the employer's responsibilities, everyone has roles and responsibilities when it comes to health and safety when performing work at the District.

### A.1. Management/Leadership

The ultimate responsibility for all operations within the District rests at the management level. Each Manager and Director will take part in the District's Occupational Health and Safety Program. Management/Leadership will ensure all levels of operations contribute to safety by advising, inspecting, investigating and following-up on health and safety programs and events.

#### (a) Responsibilities:

- Provide a safe and healthy workplace;
- Develop and maintain an effective Occupational Health and Safety Program;
- Establish procedures to ensure tasks are performed in a safe and efficient manner;
- Ensure all supervisors, employees, and subcontractors are adequately trained in the safe performance of their duties;
- Communicate known or reasonably foreseeable health or safety hazards to which employees or subcontractors are likely to be exposed;
- Ensure all accidents and near misses are investigated;
- Ensure all worksites, premises, and equipment are regularly inspected and that all unsafe acts and conditions are corrected;
- Provide first-aid facilities and equipment as required by the WorkSafeBC OHS Regulation;
- Ensure the proper personal protective equipment is available and that it is being properly used and maintained;
- Ensure that all pertinent WorkSafeBC notices are posted in conspicuous places and instructions are followed;
- Work with prime or sub-contractors to ensure compliance with WorkSafeBC OHS Regulation;
- Evaluate the OHS Program annually and modify it as required to meet the objectives of the policy;
- Maintain facilities and equipment for the provision of safe working conditions;
- Set a good example.

### A.2. Prime Contractor

Prior to commencing work onsite, the prime contractor will attain and confirm the following is in place with each sub-contractor:

- A clearance letter or proof of insurance;
- A copy of their OHS program or safe work procedures in the absence of a complete program;
- The name of their designated supervisor;
- Work plans/permits applicable to their job duties;
- SDS for controlled products being brought to the jobsite.

#### (a) Responsibilities:

- Ensure the activities of employers, workers and other persons are coordinated;
- Establish/maintain a system in accordance with applicable OHS Regulation;
- Ensure orientations are conducted;
- Ensure regular site safety meetings are conducted.

### A.3. Supervisors

District Supervisors include any staff who perform supervisory or instructional duties. Supervisors will ensure safety is treated equally to productivity and quality control. Supervisors are to analyze work activities with their employees and review safe work procedures. Supervisors are also responsible for instructing and enforcing written safe work procedures. Management expects every supervisor to uphold the following and ensure that every employee knows what is expected regarding safety.

#### (a) Responsibilities:

- Know OHS program and policies, including the responsibilities of all parties involved;
- Instruct new employees and subcontractors in the safe performance of their duties;
- Direct and supervise the daily work of employees and subcontractors;
- Ensure that only authorized and adequately trained employees and subcontractors operate machinery and equipment;
- Enforce all health and safety regulations;
- Report and investigate all accidents and near-miss incidents;
- Correct unsafe conditions, acts and conditions;
- Conduct regular inspections of the jobsite, tools, equipment, and facilities;
- Instill health and safety awareness in our employees and subcontractors;
- Follow up on all health and safety recommendations;
- Ensure that safety meetings are attended, and provide Toolbox talks as directed or required;
- Ensure all required safety and training records are maintained;
- Set a good example.

### A.4. Employees (Workers)

We expect every Employee to actively participate in this OHS Program.

#### (a) Responsibilities:

- Know the requirements of this OHS Program as they pertain to the job or task being performed;
- Take reasonable care to protect their health and safety and the health and safety of other personnel;
- Comply with established safe work procedures;
- Use or wear personal protective equipment devices and clothing as required by the safe work procedures and WorkSafeBC Requirements;
- Not engage in horseplay or similar conduct that may endanger themselves or any other person;
- Ensure their ability to work without risk to health or safety, or to the health or safety of any other person, is not impaired by alcohol, drugs, or other causes;
- Report any situation where they feel a worker is putting themselves at risk of injury or not following safe work procedures to the supervisor;
- Report any missing or broken PPE, device or clothing, or the existence of any other hazard, that they feel is likely to endanger themselves or any other person;
- Cooperate with the Joint Occupational Health and Safety Committee and WorkSafeBC officers;
- Read and understand company policies and general safety rules;
- Clarify established work procedures with a supervisor if unsure;
- Correct unsafe acts, practices, and conditions as they come up, and immediately report the event to a supervisor;
- Report all injuries (even the ones that appear to be insignificant), unsafe acts and near misses to a supervisor or First Aid attendant immediately;
- Set a good example.

**A.5. Contractors**

Sub-contractors will provide the prime contractor with:

- Their OHS program, or safe work procedures in the absence of a complete program;
- The name of the designated supervisor;
- Work plans/permits applicable to their job duties;
- SDS for controlled products being brought to the jobsite;
- Regular safety meeting records.

***\*If the sub-contractors' OHS program/procedures do not meet District standards as established in the Contractor Coordination Program, sub-contractors will abide by the District OHS programs/procedures.***

**(a) Responsibilities:**

- Conduct regular Toolbox talks;
- Have a representative attend all scheduled site safety meetings;
- Where the sub-contractor fails to meet their full obligations, the site supervisor will notify the prime contractor prior to commencing work and either:
  - Ensure the prime contractor provides the necessary resources to achieve compliance for the worksite in a reasonable amount of time, or
  - Provide the necessary resources to achieve compliance for all workers under their direct supervision.

**A.6. Visitors**

To ensure the safety of visitors to District's operations, all visitors must be escorted for the duration of their site visit. In addition, visitors must:

- Obey all posted signage and work area restrictions/barricades;
- Adhere to the rules of the specific area they are visiting, as well as the general rules of the District;
- Obey the direction of any supervisors or any other representative(s) of the District.