

## CORPORATE POLICY



Policy Title:	<b>Health and Safety Policy Statement</b>
Policy Category:	<b>Human Resources</b>
Policy No.:	H-010
Department:	Corporate Services
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Revision Date:	N/A
Author:	Human Resources
Attachments:	N/A
Related Documents/Legislation:	Corporate Health and Safety Board Requirements Procedure <a href="#"><u>Occupational Health &amp; Safety Act (OHSA) and Regulations</u></a> <a href="#"><u>Workplace Safety &amp; Insurance Act and Regulations</u></a>
Key Word(s):	worker, supervisor, health and safety, psychological safety

### **POLICY STATEMENT:**

The City of Waterloo is committed to the prevention of occupational injury/ illness. See *Section 1.0 for the full policy statement.*

### **PURPOSE:**

The purpose of the *Health and Safety Policy Statement* is to communicate the City's commitment to health and safety and promote the continuous improvement of the health and safety program. This policy also ensures compliance with the OHSA's requirement to prepare a written occupational health and safety policy and review at least annually.

### **DEFINITIONS:**

**Psychological safety** is the absence of harm and/or threat of harm to mental well-being that a worker might experience.

**Supervisor** is a person who has charge of a workplace or authority over a worker.

**Worker** is a person who performs work (also known as employee) or supplies services for monetary compensation (as defined under the *Occupational Health and Safety Act* (OHSA)). It also includes all secondary or post-secondary students who perform work or supply services for no monetary compensation under a work experience program operated by or approved by a secondary or post-secondary institution.

**Mandatory Policy, *Municipal Act*: No**  
**Policy Administration Team, Review Date April 14, 2023**  
**Corporate Management Team, Review Date May 10, 2023**

**Workplace** is any land, property, structures, facilities, premises, location, City vehicle and equipment owned, leased, operated or otherwise controlled by the City or any other place at, upon, from or near which a worker/ employee works in the course of their duties. This may include social functions, training and conferences, during travel, at restaurants, hotels or meeting facilities being used for business purposes, during telephone, email or other electronic communications such as texting and instant messaging, and social media.

**SCOPE:**

This policy applies to all City workers, as defined above, including supervisors.

**POLICY COMMUNICATION:**

This policy will be made available to staff through the City's website, intranet and provided in the new hire orientation package. In accordance with the *OHSA*, this policy will also be posted to all facility health and safety boards (page 4 only).

**POLICY:**

This policy includes the following sections:

- 1.0 [GENERAL POLICY](#)
- 2.0 [RESPONSIBILITIES](#)
- 3.0 [TRAINING](#)
- 4.0 [REVIEW](#)  
[COMPLIANCE](#)

**1.0 GENERAL POLICY**

The City of Waterloo is committed to the prevention of occupational injury/ illness. The City will maintain a healthy and safe workplace for all by maintaining and continuously improving a health and safety program that meets and/or exceeds applicable legislation.

The City considers the psychological safety of its workers to be an important part of a healthy and safe workplace. We are committed to fostering a workplace where workers are protected from harassment, discrimination and violence, which requires ensuring everyone is treated with respect and dignity.

All City workers hold a shared responsibility to maintain a healthy and safe workplace by working in accordance with relevant legislation and City policies/ procedures. This includes, but is not limited to, reporting any hazards, incidents and/or contraventions of relevant legislation to their supervisor.

Supervisors are responsible for the health and safety of the workers under their supervision and must ensure all workplace hazards are recognized, assessed,

controlled and evaluated. Supervisors will provide workers with appropriate support, training, resources, tools and personal protective equipment in order for workers to carry out their duties safely, while also setting an example of appropriate healthy and safe behaviours.

Joint Health and Safety Committees (JHSCs) are responsible for monitoring the City's internal responsibility system by meeting at least every three (3) months, inspecting the physical conditions of the workplace on a monthly basis, reporting and reviewing workplace hazards and investigating incidents wherever required by law or otherwise deemed necessary.

The City will support all workers (including supervisors and the JHSCs) in meeting these responsibilities and will make every effort reasonable to provide what is necessary to achieve a healthy and safe workplace.

*Please use the Health and Safety Policy Statement on page 4 for posting to facility health and safety boards.*

## **2.0 RESPONSIBILITIES**

*Refer to the City's Health and Safety Responsibilities Procedure.*

## **3.0 TRAINING**

All new hires will review this policy as part of their new hire orientation. Supervisors must ensure that existing employees have reviewed this policy as directed by HR.

## **4.0 REVIEW**

Human Resources will review this policy annually and reserves the right to evaluate on a regular basis and amend as necessary. Leadership, the unions/ association and the JHSCs will have the opportunity to participate in the review.

## **COMPLIANCE**

In cases of policy violation, the City may investigate and determine appropriate corrective action.

# HEALTH AND SAFETY POLICY STATEMENT

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## **The City of Waterloo...working together for a healthy and safe workplace!**

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Signed upon approval of Council and in accordance with the Occupational Health and Safety Act.

**Name**

**Signature**

**Date**

Dorothy McCabe, Mayor

Tim Anderson, Chief  
Administrative Officer