



Hamilton

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CITY OF HAMILTON - CORPORATE SAFETY PROCEDURE

DEVELOPED BY: CORPORATE WORKPLACE SAFETY SECTION Procedure # COH-RQ-WI-003
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HEALTH AND SAFETY RESPONSIBILITIES

I. PURPOSE:

This procedure will outline the health and safety responsibilities of various individuals within the City of Hamilton.

II. SCOPE AND RESPONSIBILITY:

This procedure applies to all City of Hamilton staff at all work locations.

Corporate Workplace Safety Section:

Provide information and assistance regarding current OHS regulations and acceptable, industrial, safety practices to allow line departments to initiate and maintain proper procedures and thereby ensure worker health and safety and compliance with applicable legislation.

Departments:

1. The City of Hamilton, in its capacity as the employer, is responsible for carrying out the responsibilities and duties outlined through the delegation of these functions to individuals in the corporation.
2. All individuals in the workforce, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined.

III. PROCEDURE:

A. General:

1. Responsibility is defined as an individual's obligation to carry out assigned duties.
2. Responsibility and authority can be delegated to subordinates, giving them the right to act for their supervisors.
3. The supervisor remains accountable for seeing that assigned duties are carried out.

4. Prescribed refers to a section of the Occupational Health and Safety Act and Regulations for Industrial Establishments, Construction Projects or Mines and Mining Plants.

B. The City as the Employer:

1. Shall ensure that:
 - (a) Equipment, materials and protective devices as prescribed are provided.
 - (b) Equipment, materials and protective devices are maintained in good condition.
 - (c) Prescribed measures and procedures are carried out.
 - (d) Equipment, materials and protective devices are used as prescribed.
 - (e) All areas of the workplace are capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under The Building Code Act.
 - (f) Information, instruction and supervision is provided to a worker to protect the health and safety of the worker.
 - (g) When appointing a supervisor, or any person who is required to exercise supervisory functions, that a competent person is appointed.
 - (h) A worker, or person in authority over a worker, is acquainted with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent.
 - (i) Assistance and co-operation is afforded to a committee and/or a health and safety representative in the carrying out, by the committee and the health and safety representative, of any of their functions.
 - (j) Only a person over such age as may be prescribed is employed in or about the workplace.
 - (k) A person who is under such age as may be prescribed, is not knowingly permitted in or about a workplace. (Exception: [Take Our Kids to Work Program. See Procedure # COH-RQ-WI-021](#))
 - (l) Every precaution, reasonable in the circumstances, is taken for worker protection.
 - (m) A copy of the Occupational Health and Safety Act and any explanatory material prepared by the Ministry, is posted in the workplace, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers.
 - (n) An occupational health service for workers, as prescribed, is established.
 - (o) Where an occupational health service is established, maintain the same according to the standards prescribed.
 - (p) Accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed, are kept and maintained.

(q) Accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed.

(r) Notify an MOL director of the use or [introduction into a workplace of such biological, chemical or physical agents as may be prescribed](#).

(s) Monitor at such time or times or at such an interval or intervals the levels of biological, chemical or physical agents in the workplace and keep and post accurate records thereof as prescribed.

(t) Comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed.

(u) Where so prescribed, only permit a worker to work or be in a workplace who has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace.

(v) Where so prescribed provide a worker with written instructions as to the methods and procedures to be taken for the protection of the worker.

C. Management:

1. This level of the organisation includes the City Manager, General Managers, Directors and Managers.
2. The health and safety responsibilities attached to this level include the following:
 - (a) Ensure the working environment is maintained in a healthy and safe condition.
 - (b) Establish and maintain a written health and safety program, with objectives and standards consistent with applicable legislation, as a minimum.
 - (c) Provide ongoing safety education, including but not restricted to [WHMIS](#) and [First Aid](#).
 - (d) Provide standard operating procedures that include safe work practices.
 - (e) Evaluate the health and safety performance of subordinates and divisions.
 - (f) Provide [first aid facilities as required](#).
 - (g) Ensure that [personal protective equipment](#), where required is provided and used.
 - (h) Investigate and report accidents/cases of occupational disease to appropriate authority.
 - (i) Identify departmental reports and information required in consultation with the [Joint Health and Safety Committees](#); and
 - (j) Clearly document and communicate workplace accidents and preventive measures in place, to the Workplace Safety Section, Human Resource Department.

D. Supervisors:

1. This level of the organisation includes all those individuals who supervise the work of other employees, from the First Line Supervisor (Lead-hand; foreman/forewoman) up and could include Managers, Directors, General Managers and the City Manager.
2. The health and safety responsibilities attached to this level include the following:
 - (a) Taking care of the occupational health and safety of the employees within their respective area.
 - (b) Being familiar with the applicable requirements of the Occupational Health and Safety Act and the Regulations, and ensure compliance.
 - (c) Understanding and enforcing the City of Hamilton Occupational Health & Safety Policies and Procedures.
 - (d) Ensuring that workers wear the appropriate personal protective equipment.
 - (e) Advising each worker of the existence of any potential or actual danger to the health and safety of the worker, of which the supervisor is aware.
 - (f) Investigating and determining the causes of all accidents and injuries and initiating or recommending corrective action. Submitting completed report to Human Resources for WSIB reporting requirements within 24 hours.
 - (g) Taking every precaution reasonable in the circumstance for the protection of a worker.
 - (h) Ensuring workers receive proper training and instructions prior to commencement of work.
 - (i) Identifying and informing superiors of occupational health and safety concerns.

E. Workers and Contract Workers:

1. This level of the organisation includes all employees in the workplace, up to and including the City Manager, as well as those individuals on the City payroll on a contract basis.
2. The health and safety responsibilities attached to this level include the following:
 - (a) Learning, understanding and practising standard operating procedures.
 - (b) Being familiar with and complying with the provisions of the Occupational Health and Safety Act and Regulations and the [City's Health and Safety Policies](#) and Procedures.
 - (c) Taking every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
 - (d) Reporting unsafe acts or conditions to their supervisor or health and safety committee or health and safety representative.
 - (e) Reporting any occupational injury or illness immediately to their supervisor.

- (f) Using [personal protective equipment](#), where required.
- (g) Reporting any contravention of the Occupational Health and Safety Act or Regulations to their supervisor or employer.

F. Contractors and Sub-Contractors:

1. This classification is external to the City of Hamilton organisation and includes all those individuals or organisations working on a contract for the City.
2. The health and safety responsibilities attached to this classification include the following:
 - (a) Demonstrating the establishment of a Health and Safety Policy statement and the maintenance of a health and safety program, with objectives and standards consistent with applicable legislation and the City of Hamilton's health and safety policy and requirements.
 - (b) Include health and safety provisions in their management system to reach and maintain a consistently high level of health and safety.
 - (c) Ensuring that workers in their employ are adequately trained in the work being undertaken and hazards involved; are aware of any hazardous substances that may be in use at the workplace; and will wear the appropriate personal protective equipment required for the work. Copies of all hazardous materials MSDS sheets will be readily available at the work site for inspection by City representatives.
 - (d) Will provide all required information to the Project Manager and/or the Purchasing Department with respect to current Workplace Safety and Insurance Board registration and coverage; appropriate insurance coverage
3. The above minimum responsibilities, or similar specific to the contracted job, will be included in all contracts tendered and proof of the above may be required by the City at any time from tendering to project completion.

G. Visitors and General Public:

1. This classification is external to the City of Hamilton organisation and includes all those individuals or organisations not identified in the above classifications.
2. Where appropriate, signs will be posted at entrances to inform visitors and the general public about restricted access or the requirement to report to a receptionist before proceeding further.
3. Visitors and general public will not be allowed to wander unescorted, through areas that are normally restricted to employees.
4. In the event that a visitor is required to enter a work area that is normally restricted to employees:
 - (a) The supervisor will be responsible for ensuring that the visitor is aware of the relevant workplace safety rules and is under the supervision of a regular employee.
 - (c) Any and all required personal protective equipment will be used by the visitor.

(See also: [Take Our Kids to Work Program - Procedure # COH-RQ-WI-021](#))

H. Volunteers:

The City of Hamilton may embark of initiatives where service delivery is provided through cooperation with volunteers or volunteer organisations. In such circumstances, where involved with City of Hamilton work sites, job processes, use of facilities and/or equipment, etc., volunteers will be required to follow all City of Hamilton Health and Safety Policies and Procedures. (Also see: [Volunteer Guidelines](#))

I. Corporate Workplace Safety Section, Human Resource Department:

1. Regularly review all applicable legislation to identify required monitoring and surveillance programs.
2. Co-ordinate all monitoring and surveillance programs in consultation with the Joint Health and Safety Committees.
3. Respond to notification of potential hazardous conditions.
4. Assess and determine the need for monitoring programs and/or preventive measures to be implemented.
5. Provide guidance, direction and advice on OHS issues to all levels of the organisation.
6. Co-ordinate and/or deliver OHS Training in non-operational areas such as Committee Member Certification, Health and Safety and the front line supervisor/manager, and similar. Operational training requirements, such as driver training, proper use of equipment, and [WHMIS](#) are a departmental responsibility.
7. Establish a comprehensive recording system for the City's Health and Safety program in consultation with departments and the Joint Health and Safety Committees and report at least annually on program status.
8. Analyse statistical information related to workplace accident experience and identify significant trends and directions of workplace hazards and accidents.
9. Notify departments of significant trends and directions of workplace accidents.
10. Maintain an inventory of current and past information regarding preventative measures; and
11. Assess and evaluate the effectiveness of current safety training and accident prevention programs in the workplace.

NOTE:

Workers and their supervisors shall be held accountable for violations of health and safety rules, regulations, and procedures. Disciplinary action, where necessary, will be dictated by the City of Hamilton disciplinary procedure and will be based on the merits of the specific case.

Prior to disciplinary measures being taken, management is advised to consult with Labour Relations.