

GENERAL STATEMENT OF POLICY

32.01 It shall be the policy of the Region of Queens Municipality to conduct all operations safely, to do all that is reasonable to prevent injury to persons and damage to property and to protect the employees, the Region, and the public from the results of accidents and fire. All practical steps shall be taken to build and maintain a safe and healthful workplace. It is recognized that safe working practices are a joint responsibility of both the employer and all employees.

MISSION

32.02 We will not knowingly expose ourselves, contractors, or members of the general public to unacceptable safety or health risks in the execution of our public service activities.

STRATEGIC GOALS

32.03 The Region of Queens Municipality believes that all injuries and occupational illnesses are preventable.

32.04 The Region of Queens Municipality will endeavour to meet or exceed available standards as defined by recognized safety, health, occupational hygiene and regulatory authorities through the application of engineering controls, administrative controls, personal protective equipment, promotion, training and education.

32.05 Health and safety shall always be the overriding factor in situations where production or public service may also be at stake.

32.05 All employees are held to be individually responsible for their own safety and health, that of co-workers and employees working under their direction.

RESPONSIBILITIES AND ACCOUNTABILITY

32.07 **Council and Mayor:**

- (a) Has full responsibility to approve, amend and modify safety manual policies, (referred to as Volume 1) pertaining to an Occupational Health and Safety program.

- (b) Approves sufficient funds in yearly operational budgets to allow the implementation of policies, procedures and practices pertaining to an Occupational Health and Safety Program, including but not limited to training, safety equipment and work places.

32.08 Chief Administrative Officer:

- (a) Has full responsibility for the Joint Occupational Health and Safety Program, and is accountable to the Region of Queens' Council.
- (b) Authorizes necessary expenditures for implementation of the various segments of the Joint Occupational Health and Safety Program, as approved by the Council.
- (c) Issues the necessary policy directives as formulated by the Joint Occupational Health and Safety Committee.
- (d) Ensures that management at all levels shall enforce safety.
- (e) Ensures Department Heads realize that no job is efficiently completed unless every safety precaution associated with the performance of the job is strictly complied with.
- (f) Makes safety a part of periodic discussions with the Department Heads and supervisors.
- (g) Kept informed of the accident experience of the Region and the predominating causes for accidents.
- (h) passes on instructional information to Department Heads when reviewing the Minutes of a Safety Committee meeting.
- (i) Takes an active interest in handling cases requiring discipline.
- (j) Provides information, education, instructions and assistance to all Department Heads, staff and ensures Department Heads understand the Region's Safety Policy and the occupational Health and Safety Act and Regulations of Nova Scotia.

32.09 Department Heads:

- (a) Are accountable to the Chief Administrative Officer and responsible for ensuring that the Region's Health and Safety Policy, and Safe Working Practices are fully understood by staff assigned to them.
- (b) In consultation with the Joint Health and Safety Committee for the Region ensure that codes of practice, safe working practices are consistent of the Occupational Health and Safety Act and Regulations of Nova Scotia.
- (c) Stimulate the interest and ensure the participation of management and employees assigned to them in health, safety, and related safety matters.
- (d) Monitor the application of the Region's Health and Safety Policy to ensure the desired goals and objectives of the Health and Safety Policy are attained.
- (e) Responsible for preventing injury, sickness, disease, death to any management and employees within their respective departments.
- (f) Establishing the necessary preventing injury, sickness, disease, death to any management and employees within their respective departments.
- (g) Establish objectives and standards consistent with applicable health and safety legislation.
- (h) Monitor all levels of responsibility and direct corrective action as required.
- (i) Provide information, education and assistance to all supervisory staff, and ensure supervisors understand the Region's Safety Policy.
- (j) Understand and enforce the Health and Safety Policy as well as the Occupational Health and Safety Act of Nova Scotia.
- (k) Assist supervisors in establishing codes of practice / safe job procedures.
- (l) Ensure that all staff has proper and well-maintained safety equipment as well as special personal protective devices when required.
- (m) Review and recommend approval of safe job procedures to Chief Administrative Officer.

- (n) Provide ongoing safety education programs and approved first aid training courses as required in consultation with the Joint Occupational Health and Safety Committee.
- (o) Review all accident investigation reports, approve or support remedial actions recommended, as necessary.
- (p) Conduct inspection of work areas and locations within their department.
- (q) Serve on Joint Occupational Health and Safety Committee as required.
- (r) Provide information, education, instructions and assistance to management personnel, staff and ensures management personnel understands the Region's Safety Policy.
- (s) Ensure that a Workers' Compensation Board report be filed on all accidents.
- (t) Without limiting the generality of the foregoing any other related duties required by the Region or Regulations.

32.10 Management Personnel – (Supervisors, Divisions Heads):

- (a) Responsible for the Health and Safety Program in their respective areas of responsibility and are accountable to their respective Department Head for their accident prevention efforts.
- (b) Displays leadership, by setting an example in placing safety at the forefront of their operations and stimulating their subordinates' interest and supporting health and safety initiatives.
- (c) Implement and enforces Health and Safety Policy set forth by the Region and ensures subordinate staff understand same.
- (d) Determine a safe method of performing work with all job assignments including the usage, placing and storage of equipment and material.
- (e) Ensure that employees are briefed regarding potential hazards associated with work assignments, and to hold supervisory meetings to discuss safety topics of current importance.

- (f) Ensure that employees are aware of location of first aid kits and other emergency equipment and ensure required numbers of designated personnel are trained in first aid.
- (g) Consult with employees to establish safe job procedures.
- (h) Ensure that safe practices are current with developments in statutory requirements and sound industrial practice, consulting when necessary with the Department Head.
- (i) Ensure that the conduct of operations provide maximum protection of the public and minimum inconvenience to the public.
- (j) Ensure that all equipment is maintained in a safe operating condition, and that all materials are properly transported, handled and stored in a safe manner by properly trained personnel.
- (k) Ensure that no person is permitted to work without proper instructions and supervision appropriate to the circumstances.
- (l) Ensure that new employees receive orientation on safe work practices and the application of the Region's Safety Policy.
- (m) Ensure that all accidents or incidents are reported to their respective Department Head.
- (n) Conduct a review of accident reports to ensure they are complete and contain recommended remedial measures.
- (o) Recommends necessary corrective action to their respective Department Heads.
- (p) Ensure that recommended corrective measures are implemented.
- (q) Conduct regular inspections to ensure required housekeeping standards are maintained, and that work equipment is maintained in a safe operating condition.
- (r) Monitor effectiveness of the Health and Safety Policy and report any deficiencies to their respective Department Head.
- (s) Ensure that medical attention is obtained for an injured employee.

- (t) Monitor status of injured employees and report status when necessary to Department Head.
- (u) Ensure that department safety concerns are placed before production.
- (v) Attend the Joint Occupational Health and Safety Committee meetings as required.
- (w) Provide information, education, instruction and assistance to employees and ensure that staff understands the Region's Safety Policy.
- (x) Without limiting the generality of the foregoing, any other related duties required by the Region or Regulations.

32.11 Employees:

- (a) Responsible for understanding and complying with the Health and Safety Policy and working in accordance with safe working practices and are accountable to management personnel.
- (b) Take every precaution reasonable and practical to protect themselves, fellow workers, and the public from health hazards and unsafe conditions.
- (c) Study and comply with the Region's Safety Policy, Rules and Regulations.
- (d) Follow established safe job procedures.
- (e) Work in accordance with Management Personnel's instructions.
- (f) Take care of tools, property and equipment entrusted to him / her in the course of his / her work.
- (g) Arrange and maintain work areas so that they are safe at all times.
- (h) Understand instructions and provisions of the Occupational Health and Safety Act and the Region's Safety Policy.
- (i) Learn and avoid hazards inherent in the work.
- (j) Inform supervisor of his / her ideas and thoughts on how to improve the work methods and work conditions of the jobs.

- (k) Report all accidents, incidents and near misses or unsafe conditions to the supervisor.
- (l) Dress safely for the type of work required.
- (m) Always use the personal protective equipment provided for safety on jobs requiring the use of personal protective equipment.
- (n) Never take chances – no horseplay.
- (o) Not to operate equipment for which the employee has not been trained and authorized to operate.
- (p) Not to operate equipment without proper guards or safety devices.
- (q) Know the location of first aid and other emergency equipment and, if necessary, be trained to operate it.
- (r) Always put safety ahead of production.
- (s) Participate in the joint Occupational Health and safety committee as required.

32.12 Joint Occupational Health and Safety Committee

- (a) To promote safety with the objective of maintaining and creating safety consciousness or attitudes on the part of all employees through recognized and newly developed methods.
- (b) To develop and recommend safety training activities of all areas of operation.
- (c) To prepare safety promotional material for the assistance of all departments in the safety educational program and serve as a clearing house for the exchange of ideas developed in the field.
- (d) To develop, coordinate, and direct accident prevention efforts.
- (e) To establish necessary training and instruction for the Region's employees.

- (f) To coordinate all efforts in the maintenance of safe working conditions and practices.
- (g) To evaluate problems and causes and accidents and recommend corrective measures.
- (h) To promote and implement a comprehensive safety program for all employees to the end that everyone is safety-conscious both on and off the job.
- (i) To eliminate, or to provide suitable protection against all recognizable occupational hazards.
- (j) To devise procedures and practices that minimize the risk of accident.
- (k) To recommend a program to rectify the, insofar as possible, any condition that presents a hazard.
- (l) To promote continuous safety education being carried on to create and maintain the interest of personnel in the prevention of accidents.
- (m) To maintain the interest of both management and labour on Occupational Health and Safety matters.
- (n) To provide an opportunity for open discussion of problems that resulted or could result in injury or disease.
- (o) To assist management in the evaluation or recommendations for improvements of the work environment.
- (p) To improve the cooperative spirit between management and labour.