

MEMORANDUM



TO: Mayor and Council

FROM: Christine Ruppenstein, Human Resources Manager

DATE: September 30, 2013

SUBJECT: WSIB Safety Group Policies

Please see the attached Policies for review and approval.

The Corporation is participating in a program called Safety Groups through WSIB, which outlines specific initiatives that the Corporation has agreed to undertake that will improve the health and safety program within our organization.

If all of the outlined initiatives are completed, then there is a possibility of receiving a certain percentage of WSIB premium refunded at the end of the year. This program is a group program with multiple employers, and the success of the program is dependent upon the collective outcome of all the participating employers.

COUNCIL APPROVAL OF THIS REPORT WILL authorize the approval of the Individual Responsibility, Health and Safety Orientation and Training, Joint Health and Safety Committee and Health and Safety Representative, Physical Demands Analysis Policies.

THE TOWN OF FORT FRANCES

Section: Health and Safety

Policy: Individual Responsibility

Creation Date: September 2004

Revised Date: November 2007, September 2013

Resolution Number:

Supersedes Resolution Number: 406 (consent) 11/07

Policy Number: 5.14

1. PURPOSE

To provide a guideline which outlines the health and safety responsibilities of various workplace parties.

2. RESPONSIBILITY

The Town of Fort Frances (Town) 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.

All individuals in the workforce, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined.

3. PROCEDURE

A. General

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

B. Senior Management

This level of the organization includes the Chief Administrative Officer and the Division Managers.

The health and safety responsibilities attached to this level include the following:

- a) Provide a safe and healthy workplace.
- b) Establish and maintain a health and safety program.
- c) Ensure that workers are properly trained.
- d) Report accidents and injuries to authorities as required by law.
- e) Provide medical/first aid facilities.
- f) Provide workers with health and safety information.
- g) Inspect projects and meet regularly with supervisors to monitor the program and take corrective action.

- h) Provide the motivation and resources necessary to make the program work.
- i) Ensure that operations comply with both the law and the program.
- j) Demonstrate commitment to accident prevention.
- k) Consider accident prevention and safety performance when evaluating employees, especially supervisors.

C. Supervisors / Superintendents

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) Be familiar with the applicable requirements of the Occupational Health and Safety Act and the Regulations, and ensure compliance.
- (c) Understand and enforce the Town's Health & Safety Policies and Procedures.
- (d) Responsible for ensuring that workplace inspections are performed apart from those conducted by the Joint Health and Safety Committee / Health and Safety representative.
- (e) Ensure that employees wear the appropriate personal protective equipment.
- (f) Advise 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.
- (g) Investigate and determine the causes of all incidents/accidents and initiate or recommend corrective action.
- (h) Take every precaution reasonable in the circumstance for the protection of a worker.
- (i) Ensure workers receive proper instruction and training, through safety meetings prior to the commencement of work.
- (j) Identify and inform superiors of occupational health and safety concerns.
- (k) Responsible for correcting substandard acts or conditions.
- (l) Responsible for commending good health and safety performance.
- (m) Responsible for performing employee safety observations.
- (n) Accountable for health and safety
- (o) Responsible for performing regular crew visits.
- (p) Set a good example by always wearing the appropriate PPE when required.
- (q) Ensure that supervisors regularly attend safety meetings.
- (r) Ensure that health and safety reference materials are readily available to workers.
- (s) Ensure that safety is a component of your hiring criteria.

D. Supervisors (Forepersons)

- a) Make sure that the program is carried out at the work level.
- b) Ensure that protective equipment required by law and by the program is used and maintained properly by workers and that workers understand the reasons for its use.
- c) Instruct personnel in proper work practices and update instruction as needed.
- d) Check work practices and work areas for hazards and take corrective action where required.
- e) Consult with the health and safety representative.
- f) Ensure that injuries are treated and reported.
- g) Investigate and report all accidents and take corrective action.
- h) Acquaint the new worker with hazards and safe work procedures.

E. Workers, Contract/Temporary Workers

This level of the organization includes all workers in the workplace, up to and including the Chief Administrative Officer, as well as those individuals on the Municipal payroll on a contract basis.

The health and safety responsibilities attached to this level include the following:

- (a) Learning, understanding and practicing standard operating procedures.
- (b) Responsible to work safely, work in compliance with the Act, wear PPE, report hazards, not remove guards and not engage in pranks or other dangerous conduct.
- (c) Comply with Town health and safety policies and procedures
- (d) Take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
- (e) Report unsafe acts or conditions to their supervisor, health and safety committee, or health and safety representative.
- (f) Report any near-miss incident or loss immediately to their supervisor.
- (g) Report any occupational injury or illness immediately to their supervisor.
- (h) Use personal protective equipment, where required.
- (i) Report any contraventions of the Occupational Health and Safety Act or Regulations to their supervisor or employer.
- (j) Participate in annual performance appraisals that include health and safety.

F. Contractors and Sub-Contractors

This classification is external to the Town and includes all those individuals or organizations working on a contract for the Town.

The health and safety responsibilities attached to this classification include the following:

- (a) Demonstrate the establishment and maintenance of a health and safety program, with objectives and standards and will provide qualified workers and meet all applicable legislation as well as Town health and safety policy and procedures
- (b) Are held accountable for their health and safety performance
- (c) Provide a WSIB clearance certificate or equivalent insurance
- (d) Ensure the workers in their employ are aware of the hazardous substances that may be in use at the workplace and wear the appropriate personal protective equipment required for the area

This section will be included in all contracts tendered and proof of the above may be required by the Town at any time from tendering to project completion.

G. Health & Safety Officer

This level of the organization includes the Human Resources Manager.

The health and safety responsibilities attached to this level include the following:

- (a) Formulate and implement the Town health and safety programs.
- (b) Establish and implement policies and procedures to ensure compliance with provincial legislation. (Occupational Health & Safety Act and Workplace Safety & Insurance Act)
- (c) Co-ordinate activities with joint health & safety committee(s).
- (d) Assist Division Manager / Superintendent when meeting with MOL.
- (e) Co-ordinate and deliver safety training and education for workers.

- (f) Assist in conducting accident/incident investigations.
- (g) Has training in safety legislation, incident investigation, and workplace inspections, or basic certification.
- (h) Report directly to a top management official.

H. Visitors and General Public

This classification is external to the Town's organization and includes all those individuals or organizations not identified in the above classifications.

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.

Visitors and general public will not be allowed to wander unescorted, through areas that are normally restricted to employees.

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.
- (b) Any and all required personal protective equipment will be used by the visitor.

THE TOWN OF FORT FRANCES

Section: Health and Safety

Policy: Health & Safety Orientation & Training

Creation Date: July 2004

Revised Date: September 2013

Resolution Number:

Supersedes Resolution Number: 293 (consent) 07/04

Policy Number: 5.2

1. PURPOSE:

To develop guidelines to ensure all employees receive the proper orientation and training necessary for maintaining a safe work environment.

2. RESPONSIBILITY:

- A. The supervisor is responsible for ensuring the employee receives all the necessary orientation and training, as defined in this policy.
- B. The Human Resources Manager is responsible for auditing the records for compliance.

3. PROCEDURE:

A. ORIENTATION:

- i. The up to date health and safety manual is available through the Town of Fort Frances website under the Human Resources Department.
- ii. The following areas will be reviewed in detail by the Human Resources Manager during the safety orientation:
 - (a) Health and Safety Policy
 - (b) Personal Protective Equipment Policy
 - (c) Individual Responsibility Policy
 - (e) Employee Accident / Incident Reporting
 - (f) Smoking Policy
 - (g) Reporting Hazardous Conditions
 - (h) Refusal to Work Policy
 - (i) Workplace Violence and Harassment policy and procedure
- iii. The following areas will be reviewed in detail by the direct supervisor during the safety orientation:
 - (a) Tour of department facilities

- (b) Location of Fire Extinguishers / Exits
 - (c) Location of First Aid Stations
 - (d) Location and review of the Health and Safety bulletin board
 - (e) Location of MSDS Centre
 - (f) Clean-up rules (housekeeping)
 - (g) Specific health and safety guidelines for department
 - (h) Personal protective equipment
4. All employees will be shown by their supervisor or designate, proper safety procedures, specific to their job.

B. WHMIS:

- i. All workers will receive WHMIS training. This general training will include information on hazardous materials, labels, material safety data sheets, and health hazards.
- ii. Workplace specific training relating to the hazardous materials used in individual workplaces will be provided to workers in those workplaces whenever new products are introduced to the workplace or on an annual basis, whichever is less.
- iii. Material Safety Data Sheets will be kept at each workplace for the hazardous materials present in that workplace. They shall be accessible to all employees and shall be unexpired (less than three (3) years old).

C. FIRST AID:

- i. The Town will provide training, supplies, and equipment as required, in order to maintain compliance with the applicable regulations under the Act.

D. PERSONAL PROTECTIVE EQUIPMENT:

- i. Employees will be provided with and instructed in the use and care of all personal protective equipment required for their work prior to the commencement of their work.

E. FIRE AND EMERGENCY PROCEDURES:

- i. All employees will be shown the location of fire alarm pull stations and fire extinguishers and employees will be instructed in the proper use of fire extinguishers.
- ii. All employees will be instructed in emergency evacuation of their workplace and practice evacuations will be conducted at least annually.

F. TRAINING PROGRAMS:

- i. Health and Safety Committee members will be encouraged to attend health and safety seminars and workshops to keep their knowledge current.
- ii. Senior management, Managers, and supervisors will attend relevant health and safety seminars and workshops to provide them with the basic knowledge and skills necessary to ensure compliance with the legislation.
- iii. All staff training will be documented and records will be maintained by the Human Resources Manager.

THE TOWN OF FORT FRANCES

Section: Health and Safety

Policy: Joint Health & Safety Committee & Health & Safety Representative

Creation Date: July 2004

Revised Date: November 2007, September 2013

Resolution Number:

Supersedes Resolution Number: 406 (consent) 11/07

Policy Number: 5.3

1. PURPOSE

To ensure Municipal Health and Safety Representatives (HSR's) and Joint Health and Safety Committees (JHSC's) comply with the requirements of the Occupational Health and Safety Act (OHSA).

2. RESPONSIBILITIES

JHSC's and HSR's are an integral part of the Internal Responsibility System of the municipality. The municipality will establish a JHSC or HSR as required by the OHSA and support and assist them in carrying out their responsibilities on an ongoing basis.

3. PROCEDURE:

A. Composition:

1. Below lists the **minimum** legal requirements for determining the correct health and safety representation for the total number of regularly employed workers at a workplace:

| | |
|---------------------|---|
| 1 Representative | more than 5 workers, but fewer than 20 |
| 2 Committee Members | 20 or more workers, but fewer than 50 |
| 4 Committee Members | 50 or more workers |
2. At least half the members on the JHSC shall be workers who do not exercise managerial functions.

3. The worker member(s) of the JHSC or the HSR shall be selected by the workers they represent. In a unionized workplace, the member(s) shall be chosen by the union.
4. The employer shall select the remaining JHSC members from among persons who exercise managerial functions, to the extent possible, who do so at the workplace.
5. One co-chairperson who represents the worker members shall be selected by the worker committee members, and one co-chairperson shall be appointed by management.
6. At least two members of each JHSC shall be certified, one representing the workers and one representing management, and they shall fulfil the requirements of the certified member.
7. The names and work locations of all HSR / JHSC members shall be posted in conspicuous workplace locations.

NOTE:

Where more than one workplace requires a JHSC, it may be mutually agreed to between the workplace parties to apply to the Ministry of Labour for permission to form a **Multi-site Committee**. If such a committee is established, representatives from those workplaces requiring a committee shall form the committee.

B. Meetings and Minutes:

1. Committee members should meet monthly but shall, as a minimum, meet once every three months.
2. Members are responsible for making arrangements with their supervisor for attendance at the meetings and for preparation time prior to the meetings.

The employer will allow adequate paid time for JHSC members to prepare for meetings and to fulfil the requirements under the Occupational Health and Safety Act (OHSA).

3. An annual schedule of JHSC meetings is to be posted in conspicuous workplace locations at the beginning of each calendar year, listing the date, time, and location of all meetings.
4. An agenda is to be developed by the co-chairs for each meeting and circulated at least one week in advance of each meeting.
5. Written minutes of meetings are to be taken outlining:
 - (a) date, time, and location of meetings held
 - (b) names of all members and other persons present
 - (c) records of all items discussed, including:
 - reports presented and by whom
 - problems identified
 - recommendations agreed upon
 - action to be taken by individual members
 - approval of last meeting minutes

- business the committee has agreed to discuss at the next meeting
 - response by management to the committee
 - discussion with respect to the above response
 - date, time, and location of the next meeting
6. Minutes are to be signed by the co-chairpersons, circulated to the JHSC members within a week, and one copy:
- posted in all workplace locations
 - maintained for a minimum three years
 - forwarded to the Human Resources Manager, Supervisor and Division Manager

C. General Duties for the HSR / JHSC:

1. Develop and post, at the beginning of each calendar year, a schedule for the monthly workplace inspections for that year.
2. Conduct workplace inspections monthly by trained workers; document all substandard acts and working conditions on "**WORKPLACE INSPECTION REPORT**", with one copy:
 - (a) posted in each workplace location
 - (b) forwarded to the Human Resources Manager, Supervisor and Division Manager for review and signature
 - (d) attached to the JHSC minutes
 - (e) forwarded to the JHSC co-chairs
3. Review all completed "**EMPLOYEE ACCIDENT / INCIDENT REPORTS**"; analyze information and make recommendations to management to reduce recurrences.
4. The HSR or designated JHSC worker member may investigate any accident in which a worker is killed, or critically injured as defined under Reg. O. 834/90.
5. Investigate issues regarding:
 - (a) hazardous materials, processes, or equipment
 - (b) designated substances and the respective control program reports
 - (c) workplace testing which is being carried out for health and safety purposes
6. Review any "**HAZARD REPORT FORM**" received.
7. Provide recommendations to the employer on health and safety programs in general.
 - (a) The co-chairs/HSR are responsible for ensuring the written recommendations are forwarded to the employer.
 - (b) The employer shall respond to the recommendations, in writing within 21 days, with:
 - (i) timetable for implementation, if the employer agrees with the recommendation
 - (ii) reasons for disagreement, if the recommendation is not acceptable

8. Encourage fellow workers to work safely and to report hazardous or unsafe conditions immediately to their supervisors.
9. Identify areas of health and safety training for all workers.
10. Be present for, or assist in, work refusal investigations.
11. Be available to accompany a Ministry of Labour Officer on workplace inspections.

D. Management Responsibilities

The Town supports our joint health and safety committee and has instructed its members to carry out the committee's four (4) principal functions and any other activity that is in compliance with applicable health and safety legislation/regulations. With respect to the functions of our joint health and safety committee, the Town is responsible for:

- Initiating the establishment of a joint health and safety committee and supporting its functions (as required);
- Selecting committee members who exercise managerial functions to sit on the health and safety committee;
- Assisting and cooperating with committee members in the carrying out of their functions;
- Providing the committee with information relating to hazards in the workplace and any work practices and standards in similar industries;
- Providing the committee with a copy of all orders or reports issued to The Town by a Ministry of Labour inspector;
- Informing the committee of any work related incidents involving injury, death or occupational;
- Consulting with the committee on the development of health and safety programs and policies (including training programs), where prescribed;
 - This includes advising the committee of the results of the assessment or reassessment of the risks of workplace violence and providing it with a copy of the assessment if it is in writing.
- Providing a committee member representing the workers with the opportunity to accompany a Ministry of Labour inspector on the physical inspection of the workplace;
- Responding to written recommendations within twenty-one (21) calendar days; and
- Providing any other specific information where prescribed.

THE TOWN OF FORT FRANCES

Section: Health and Safety

Policy: Physical Demands Analysis

Creation Date: September 2013

Revised Date: no date

Resolution Number:

Supersedes Resolution Number:

Policy Number:

INTENT

A Physical Demands Analysis (PDA) is a systematic procedure to quantify and evaluate the physical, cognitive, and environmental demands of the essential and non-essential tasks of a job.

Completing a PDA will help identify potential risk factors for injuries on a job, and may also help to discover ways to modify the job to reduce risk factors and / or accommodate an injured worker's restriction so they can return to work.

Completion of the PDA form is not a complete physical demands analysis. It collects key information about the Physical Demands of a job as they relate to a worker's injury.

Ideally the worker's supervisor in conjunction with the Human Resources Manager should complete the PDA. The supervisor should get input from the worker, and / or from other people who are familiar with the physical demands of the job and the work processes involved.

The PDA should be completed while observing a worker performing the job. The following is a general step-by-step discussion of the five components of the PDA Process.

GENERAL GUIDELINES

STEP 1 – DETERMINE JOB FUNCTION:

The worker and employer meet to discuss the existing information of the job title and job description. In most cases, there will already be a narrative job description.

Reviewing the existing job description, supervisors should determine:

- If the job information is current;
- The purpose or intent of the position;
- Identify all different components of the job (*i.e. all related tasks*); and
- All essential and non-essential functions.

STEP 2 - VERIFICATION OF JOB FUNCTION:

This process verifies that the duties and tasks outlined by the job description are actually performed in the job being analysed. The common work areas where the normal performance of the duties takes place must also be verified. Job analysts should obtain a clear understanding of the flow of the work going into and out of the workstation being analysed, and identify the relationship of the position being analysed to other positions in the department.

STEP 3 - IDENTIFY JOB FUNCTION:

The third component of the PDA process is to identify or break down what functions of the job are essential and non-essential. Next, the investigators should determine as objectively as possible the various tasks, subtasks or functional components of the job/position. After determining the various tasks, subtasks, or functional components of the job/position, the investigators should quantify the duration of each task/subtask by:

- Timing the time spent performing each function;
- Calculating the percentage of time per day, week, or shift spent on various tasks; or
- Counting the cycles or repetitions of functions being performed.

STEP 4 - QUANTIFY PHYSICAL DEMANDS OF EACH JOB FUNCTION

The fourth component of the job analysis process is to objectively quantify the physical and environmental requirements for each task/duty. In order to objectively measure the intensity, frequency, and duration of physical functions;

The physical elements to quantify for each task can include the following activities:

- mobility (*walking, sitting, standing, crouching, stooping, climbing, balancing, crawling, and kneeling*);
- manual material handling (*lifting, pushing, pulling, and carrying*);
- reaching (*vertical and horizontal work*);
- handling;
- fingering; and
- proprioception (*feeling, seeing, taste/smell, talking and hearing*).

For each essential and nonessential duty, the investigators should determine if any of the physical elements are required to perform the task. If physical demands are required to perform a task, objective quantification of the intensity, frequency, and duration of each physical function should be recorded.

STEP 5 - RECORD ALL PROCESSES

Once all physical demands of each task are quantified, the following process should be followed:

- Enter the PDA data including all the essential and non-essential tasks into the appropriate form
- Provide copies of form to appropriate parties including the relevant insurance carrier, and employee if it is as part of a return to work.

Organizations requiring PDA information such as the Town's disability carrier and WSIB will provide their individual forms for completion. These forms can also be utilized when completing a PDA that isn't related to a return to work requirement. Samples of Sunlife's PDA form and WSIB's PDA form are attached as Appendix A to this policy.