

APPENDIX A

Spreadsheet No. 6

A HEALTH AND SAFETY POLICY

INTRODUCTION:

Clause 25(2)(j) of the Occupational Health and Safety Act requires the employer to "prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy". Clause 25(2)(k) also requires that the employer "post at a conspicuous location in the work place a copy of the occupational health and safety policy".

A sample Policy for the fire service follows:

POLICY

Application:

This Policy of the Corporation of _____ applies to the
_____ Fire Department.

Objective:

It is the Policy of _____ and the _____ Fire Department to conduct all operations in a safe and healthy manner in order to prevent injury or illness to workers.

The elimination of hazards to personnel and property shall be the prime consideration when planning any work activity.

All practical steps shall be taken to ensure that the work environment and work procedures comply with Federal and Provincial Legislation, City Regulations, and Township or Regional Regulations, pertaining to the health and safety of the employee.

Principles:

Every employee has the right to work in a healthy and safe environment.

Employees are encouraged to be actively involved in maintaining a healthy and safe environment.

Cooperation between the employer and the union is desirable in developing and maintaining healthy and safe workplaces.

The prevention of accidents, injury and occupational illness should be an integral part of every job activity,

An internal responsibility system recognizing the roles of every workplace participant - from employee to supervisor to employer and owner – is the key to an effective health and safety program'.

Mandatory requirements:

This policy must be posted in all fire halls.

Reasonable provision for the prevention of accidents, and the promotion of safety and health of all employees, must be made in compliance with the Occupational Health and Safety Act, and other relevant legislation that set out minimum requirements for ensuring workers' health and safety. The need to supplement these minimum requirements, in light of specific workplace situations, must be determined.

Occupational health and safety programs specific to a fire department's operational needs must be developed, applied, and communicated to all employees,

Managers, supervisors, and employees must receive information and training on safe work practices and their duties and responsibilities under applicable legislation.

Responsibilities of Municipal and other Elected Officials:

Under Section 32 of the Occupational Health and Safety Act "Every director and every officer of a corporation shall take all reasonable care to ensure that the corporation complies with:

- a) this Act and the regulations;
- b) orders and requirements of Inspectors and Directors; and
- c) orders of the Minister." R.S.O. 1990.C.Ol.S.32.

In keeping with the above, the Corporation of _____ undertakes to carry out the following:

- To provide as safe and healthy a working environment as can reasonably be expected, given the nature of fire fighting and the resources and technology available.
- To establish an effective internal responsibility system, whereby everyone clearly understands their responsibilities regarding the occupational health and safety of workers.
- To provide ongoing training to heighten employee awareness of known safety hazards and maintain job skills and knowledge.
- To develop and maintain open communication between all levels in the Fire Department to encourage employee participation in the Fire Department's Safety Program.
- To involve all employees in safety through an effective Joint Health and Safety Committee accessible to all department members.
- To periodically review the Fire Department's health and safety policy, program and Standard Operating Procedures to maintain safety performance.
- To ensure compliance with applicable Federal, Provincial and Municipal safety legislation.

Responsibilities of Firefighters, Administration, Mechanical and Communication Personnel:

Employees are responsible for maintaining a reasonable working knowledge of the requirements of the Occupational Health and Safety Act. They are also responsible for maintaining a reasonable working knowledge of health and safety hazards in the workplace and preventive measures to be taken for their own protection.

Workers must:

- Comply with all procedures and requirements of the Occupational Health and Safety
- Act, Highway Traffic Act and other applicable safety legislation.
- Report any hazardous conditions which you can not immediately correct to your immediate supervisor, and failing a satisfactory resolve in your opinion, to a member of the Joint Health and Safety Committee.
- Promptly report all accidents or injuries (no matter how minor they may first appear) to your supervisor.
- Not work or operate any equipment that may endanger the safety of yourself or others.
- Not engage in pranks or feats of strength that may endanger yourself or others.
- Wear and care for protective clothing provided by the Fire Department as instructed.

Note: All outside contractors will be required to comply with Provincial, Federal and _____ Safety regulations when working on City property.

Responsibilities of Fire Department Officers:

Fire Department Officers are responsible for implementing the Occupational Health and Safety Program in the work areas under their supervision.

Their own safety attitudes and actions are important to setting the safe climate of the organization and their job performance will be measured against their efforts in achieving the Fire Department's safety goals.

All safety complaints/recommendations must be processed in keeping with department policy without undo delay.

Fire department officers must:

- Ensure Provincial, Federal and Municipal legislation is implemented and complied with in their areas of responsibility.
- Ensure the Department's safety policy and program are posted in a conspicuous place in their work areas and obtain and post new copies of the policy and program as required.
- Document and investigate all reported accidents and take appropriate corrective action within their authority to prevent a recurrence.
- Ensure all employees under their supervision receive adequate training in health and safety legislation, safe work policies, operational guidelines and proper use of vehicles and equipment.
- Inspect their workplaces to correct safety hazards within their authority and to make other hazards that they cannot correct known to the appropriate level of management above them.

Responsibilities of Fire Chief:

Fire Chiefs are responsible for administration, direction and implementation of safety policies to ensure a safe working environment. Their direct involvement and commitment to safety will determine health and safety success or failure.

Fire Chiefs and/or his/her designate must:

- Ensure the safety standards and procedures are developed, maintained, followed and kept up to date.
- Ensure the Fire Department complies with Provincial, Federal; and Municipal safety legislation.
- Consult with all levels of the organization to ensure the safety program is effective and make changes as required.
- Make the Joint Health and Safety Committee aware of safety reports, audits, and hazards that he may be aware of, to fulfil the obligations of the internal responsibility system.
- Review training reports to ensure training is meeting the needs of the safety program.
- Determine health and safety goals of the Department and report yearly results to the City Manager.

Signed: _____

Corporation CEO