

Municipality of Grey Highlands Corporate Policy	Approved by Council: January 11, 2010 Amended by Council:
Policy No.: A09-P-02	Fire & Emergency Services Health & 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".

Policy

Application:

***This Policy of
The Corporation of the Municipality of Grey Highlands
applies to
The Grey Highlands Fire and Emergency Services***

Objective:

It is the Policy of the Corporation and the Fire and Emergency Services to conduct all operations in a safe and healthy manner in order to prevent injury or illness to staff members.

The elimination of hazards to personnel and Municipal property shall be the prime considerations when planning any routine work or training activity.

The elimination of hazards to personnel and members of the public shall be the prime consideration when executing emergency operations.

All practical steps shall be taken to ensure that the work environment and work procedures comply with Federal and Provincial Legislation, County Regulations, and Municipality 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.
- Co-operation between the corporation and the fire service staff is desirable in developing and maintaining a healthy and safe environment.
- 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 administration and the corporation - is the key to an effective health and safety program.

Mandatory Requirements:

- This policy shall be posted in all Municipality of Grey Highlands fire stations.
- Reasonable provision for the prevention of accidents and the promotion of safety and health of all employees, shall be made in compliance with the occupational health and safety act and other relevant legislation setting out minimum requirements for ensuring workers' health and safety. The need to supplement these minimum requirements, in respect to specific workplace situations, shall be determined by the Grey Highlands Fire and Emergency Services' safety committee (Workplace Joint Health and Safety Committee).
- Occupational health and safety programs specific to the Grey Highlands Fire and Emergency Services' operational needs shall be developed, applied and communicated to all staff members.
- Officers and staff members shall receive information and training on safe work practices as well as their duties and responsibilities under the 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.0.1, s. 32.

In keeping with the above, the Corporation of the Municipality of Grey Highlands undertakes to carry out the following:

- To provide as safe and healthy a working environment as can reasonably be expected, given the nature of firefighting 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 staff members.
- 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 Service to encourage employee participation in the Fire and Emergency Services' safety program.
- To involve all employees in safety through an effective Joint Health and Safety Committee accessible to all Fire and Emergency Services members.
- To annually review the Fire and Emergency Services' 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 Fire and Emergency Services Staff Members

Staff members are responsible to maintain 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.

Staff Members Shall:

- 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 cannot immediately correct to the Safety Officer or Safety Committee in accordance with the Fire and Emergency Services' Policy for Reporting Safety Concerns.
- Promptly report any accident or injury (no matter how minor they may first appear) to your supervisor.

- Not operate any equipment that is known to be damaged or defective such that the safety of yourself or others is endangered.
- Not operate any equipment in a manner beyond the safe limits established by the manufacturer and/or Service Policy.
- Not engage in pranks or feats of strength that may endanger yourself or others.
- Wear and care for protective clothing provided by the Grey Highlands Fire and Emergency Services in accordance with Service Operating Policies and Procedures, and as instructed by supervisors.

NOTE: All outside contractors will be required to comply with Provincial, Federal and Municipality of Grey Highlands Safety Regulations when working on Municipal property.

Responsibility of Fire and Emergency Services Supervisory Staff

Chief Officers (Fire Chief, District Chiefs), Captains, and Acting Officers are responsible for implementing the Occupational Health and Safety Program in any area under their supervision.

The officers' safety attitudes and actions are recognized as being very important to setting the safe climate of the Service. Their job performance will be measured against their efforts in achieving the Grey Highlands Fire and Emergency Services' safety goals.

It is the officer's responsibility to ensure all safety concerns and/or recommendations brought to their attention are processed in accordance with Fire and Emergency Services Policy.

Grey Highlands Fire and Emergency Services Officers Shall:

- ensure all Federal, Provincial and Municipal safety legislation is implemented within their areas of responsibility,
- ensure the Grey Highlands Fire and Emergency Services Safety Policy and Program are posted in a conspicuous place in the area stations,
- document and report to the Fire Chief any accidents occurring in any area under their supervision,
- ensure all staff members under their supervision receive adequate training in health and safety legislation, safe work policies, standard operating procedures, and the proper use of equipment and apparatus, and

- correct safety hazards within their authority and report any hazard(s) they cannot correct in accordance with Grey Highlands Fire and Emergency Services Policy.

Workplace Joint Health and Safety Committee

The Workplace Joint Health and Safety Committee is responsible to assess the effectiveness of all Health and Safety programs and measures implemented by the Service and to recommend amendments deemed necessary to improve staff health and safety.

The Joint Health and Safety Committee is responsible to carry out the duties assigned under the Occupational Health and Safety Act and the Regulations.

Certified Members

The Certified Members of the Joint Health and Safety Committee are responsible to carry out the duties assigned the position by the Occupational Health and Safety Act.

The duties of the Certified Members in assessing health and safety concerns and initiating a 'bilateral' work stoppage as described by the Act is recognized and supported.

Further, where both management and worker Certified Members are not readily available, either Certified Member is empowered to initiate a 'unilateral' work stoppage.

Responsibility of the District Fire Chiefs

In the absence of the Fire Chief, the District Fire Chiefs shall assume the responsibilities of the Fire Chief.

Responsibility of the Fire Chief

The Fire Chief is responsible for the administration, direction and implementation of the safety policies to ensure a safe working environment. The Fire Chief's job performance will be measured against his effort to establish and achieve the Grey Highlands Fire and Emergency Services' Safety Program.

The Fire Chief Shall:

- ensure the safety standards and procedures are developed, maintained, followed and kept up to date,
- ensure the Fire Service complies with Federal, Provincial and Municipal safety legislation,
- consult with all Divisions and levels of the Service to ensure the safety program is

effective and make changes as required,

- make the 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, and
- determine health and safety goals of the Service and report yearly results to the Municipality's CAO.