



Regional Board Policy

OCCUPATIONAL HEALTH & SAFETY STATEMENT

Category: Management/Corporate Services	Number: BP#3 - 2016	Replaces: Health & Safety Policy Statement No. 2.17
Type:	Authority:	Approved By:
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure	<input checked="" type="checkbox"/> Board <input type="checkbox"/> Administrative	<input checked="" type="checkbox"/> Board <input type="checkbox"/> CAO <input type="checkbox"/> Department Head
Office of Primary Responsibility: Human Resources		
Date Adopted: May 12, 2016	Board Resolution Number: #111/16	Date to be Reviewed: Annually in May
Manner Issued: RDCO Intranet (The Loop), safety meetings, new employee orientations, RDCO WEB Site		

PURPOSE:

The purpose of this policy is to confirm the Regional District's commitment to provide employees with a physically and psychologically safe workplace by establishing and maintaining an occupational health and safety program as a safety management system designed to prevent occupational accidents, injuries and disease.

POLICY:

Definitions:

Administration means the Corporate Services Department, which is responsible for ensuring that the policies, programs and other directions of the Board are implemented.

Administrative Policy means Policy statements that guide the operational and/or internal work processes of administration, including management of human resources.

Administrative Procedure means the tasks or steps required to follow or implement Board Policy or Administrative Policy, including the assignment of roles and responsibilities, and the detailed steps that outline a particular way of accomplishing something or of acting.

Board means the duly elected and appointed municipal officials of the Board of Directors of the Regional District of Central Okanagan.

Board Policy means Policy statements that provide strategic direction on programs and services delivered by the Regional District which impact or affect citizens or customers, and/or Policy statements that require Board approval to satisfy legislative or regulatory requirements.

CAO means the individual appointed by the Board to the position of Chief Administrative Officer (CAO) as the head of Administration.

Employee(s) means persons employed by the District including but not limited to regular, temporary and contract employees, and to persons representing or acting on behalf of the Regional District (including but not limited to contractors, volunteers and students).

Joint Occupational Health & Safety Committee means a committee made up of worker and employer representatives working together to identify and resolve health and safety problems in the workplace. The employer is ultimately responsible for the overall safety program; the committee is responsible for identifying and recommending solutions to problems.

Management or Manager(s) means a person or group of persons employed by the Regional District having executive (administrative or supervisory) authority.

Policy means general statements or guidelines that are high-level in nature, as opposed to being operationally oriented, which direct a plan, course of action or decision, according to a standard or performance outcome.

Regional District means the Regional District of Central Okanagan.

Supervisor means a person who instructs, directs and controls workers in the performance of their duties, as defined in WorkSafe BC's *Occupational Health and Safety Regulations*.

Worker means a person who is a worker as defined in the *Worker's Compensation Act*.

POLICY STATEMENT:

Safety is everyone's responsibility. Only through the contribution and cooperation of everyone can we achieve a physically and psychologically safe working environment.

The Regional District of Central Okanagan commits to promoting and maintaining a workplace safety culture by setting shared targets and goals for your health and safety on the job.

It is recognized that accidents, which cause injuries to employees and others, damage to equipment and inefficiencies in operations, are preventable. Safety hazards and potential loss situations in workplaces can be minimized through leadership of the management team, with the support of the Board. However, support and cooperation by all employees, individually and collectively, is necessary for success in this endeavour.

Through active participation and co-operation of the Board, management, supervisors, workers and the joint occupational health and safety committees, the Regional District of Central Okanagan will promote healthy and safe working conditions and attitudes as integral parts of its operations.

- ✓ The Board will provide sufficient resources to promote and maintain a culture of a safe and healthy working environment in accordance with WorkSafeBC regulations.
- ✓ Management is responsible for developing, implementing and maintaining a safety management system designed to prevent injuries and occupational diseases throughout all Regional District workplaces and for ensuring that health and safety hazards are controlled or eliminated.

- ✓ Supervisors are responsible for ensuring that all workers are instructed in and follow all safety processes, regulatory requirements and collective agreement provisions.
- ✓ Employees are responsible for contributing to a safe, healthy and productive workplace for themselves and safe and efficient service to our customers and the general public. They are responsible for following safe work procedures and for monitoring their workplaces for unsafe conditions and hazards.

The Regional District of Central Okanagan will achieve the above objectives through the development of an occupational health and safety program designed to prevent accidents, injuries and occupational diseases and meets or exceeds all legislative requirements pertaining to health and safety.

RELATED POLICIES, PROCEDURES, AGREEMENTS AND/OR BYLAWS:

- *Workers Compensation Act [RSBC 1996]*
- *Occupational Health and Safety Regulation*
- *Regional District of Central Okanagan Respectful Workplace Policy No. 1 - 2016*
- *Collective Agreement between RDCO & CUPE Local 338 signed 16 September, 2015*

***** END OF POLICY *****

<u>Policy No.</u>	<u>Date Adopted</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority(Resolution #)</u>
#3-2016	May 12, 2016				