

POLICY TITLE	Occupational Health and Safety Policy
CATEGORY	Administrative
POLICY NUMBER	ADMIN-021 (previously AE-010-02)
LEGISLATION	<i>Workers Compensation Act</i> , R.S.B.C. 1996 c. 492, together with all associated Schedules and Regulations, as amended
POLICY OWNER	Office of the Chief Safety Officer (OCSO)
ACCESS	Public

PURPOSE

The City of Vancouver (the “City”) is committed to protecting the health and safety of Employees and Workers. This policy outlines the principles which guide the City in creating and maintaining a psychologically and physically safe and healthy workplace and identifies responsibilities necessary to meet the City’s commitment.

SCOPE

This policy applies to all City of Vancouver Employees and Workers.

DEFINITIONS

City Leadership Team: includes the city manager, deputy city manager, and the heads of the City’s major service groups.

Employees: persons employed by the City

Hazard: any behaviour (psychological or physical), condition, device or substance with the potential to cause a workplace incident, injury and/or illness

Joint Health and Safety Committee: a group of Employees and City management representatives who act collaboratively to identify and resolve Hazards and organizational safety challenges, monitor health and safety performance, and other functions and duties as prescribed under the *Workers Compensation Act*

Managers: Employees that lead and are responsible for directing work and supervising Supervisors

Risk Management Mindset: consistently approaching all work by first taking proactive steps to identify and analyze potential workplace safety risks and Hazards and then taking precautionary steps to reduce those risks and Hazards

Safety Culture: behaviours and attitudes that demonstrate the commitment to placing workplace health and safety first

Safety Management System (SMS): all work processes, programs, procedures and defined responsibilities that support Employees’ and Workers’ psychological and physical health and safety

Supervisors: Employees or Workers who instruct, direct and control other Employees or Workers in the performance of their duties

Workers: persons who perform work directly or indirectly for or on behalf of the City, other than Employees

POLICY STATEMENTS

1. Commitments

1.1. The City commits to:

- a. sustaining a positive Safety Culture;
- b. continuously improving the SMS, preventing Hazards, and providing safe and healthy workplaces; and
- c. promoting a Risk Management Mindset.

2. Principles

2.1. Every person goes home safe and healthy every day.

2.2. Ensuring safety is everyone's priority every day and no employee walks past an unsafe act or condition.

3. Responsibilities

3.1. Everyone is responsible for ensuring workplace safety, contributing to a positive Safety Culture and maintaining a Risk Management Mindset. More specific individual responsibilities are described below.

3.2. Employees and Workers:

- a. refuse unsafe work;
- b. ensure their own safety and the safety of other Employees and Workers, and the public;
- c. identify and report Hazards, unsafe conditions and actions to their Supervisor;
- d. control Hazards as appropriate to their skill and job role; and
- e. understand and follow safety related work procedures, guidelines, standards and rules.

3.3. Joint Health and Safety Committee:

- a. demonstrate psychological and physical health and safety leadership;
- b. review safety statistics and challenges in the workplace;
- c. participate in, and/ or review, workplace inspections and incident investigations;
- d. provide guidance and recommendations related to health and safety; and
- e. review and recommend improvements to the SMS to ensure that it remains current and relevant.

- 3.4. Supervisors:
 - a. ensure the safety of all Employees and Workers under their direct supervision;
 - b. be familiar with the Hazards and risks of work tasks they oversee;
 - c. be familiar with all health and safety rules and regulations related to the work they oversee;
 - d. identify, eliminate or control risks, unsafe activities and unsafe conditions;
 - e. monitor and address Hazards including respectful workplace issues, bullying and harassment;
 - f. communicate Hazards and risks to Employees and Workers;
 - g. provide information, training, tools, safety equipment including personal protective equipment and procedures to do their work safely;
 - h. ensure work procedures, guidelines, standards, rules and regulations are known and followed;
 - i. lead incident investigations, including near-misses;
 - j. lead formal workplace inspections and follow up on corrective actions;
 - k. escalate information on high risk incidents.

- 3.5. Managers:
 - a. provide a healthy and safe work environment;
 - b. ensure that workplace Hazards are identified and risks are assessed and controlled;
 - c. monitor and address Hazards including respectful workplace issues, bullying and harassment;
 - d. provide the resources to eliminate or control workplace Hazards;
 - e. ensure that the SMS is continuously developed, implemented and maintained; and
 - f. ensure Supervisors are fulfilling their responsibilities.

- 3.6. City Leadership Team:
 - a. take overall responsibility and accountability for the prevention of workplace incidents, injury and illness, as well as the provision of safe and healthy workplaces and activities;
 - b. develop, lead and promote a positive Safety Culture and Risk Management Mindset;
 - c. provide a safe and healthy workplace through establishing, promoting and maintaining the SMS;
 - d. ensure that this Policy and related health and safety objectives are integrated into the strategic direction of the City;
 - e. ensure that the resources needed to establish, implement, maintain and improve the SMS are available; and
 - f. monitor and address Hazards including respectful workplace issues, bullying and harassment.

APPROVAL AND REVIEW HISTORY

Version 1 approved by:	General Manager, Human Resource Services	3/29/2014
	City Manager	3/29/2014
Version 2 approved by:	Chief Human Resources Officer	7/15/2019
	City Manager	9/9/2019

Reviewed, no changes	12/13/2021
Reviewed, no policy text changes, Policy Owner Shift from HR to OCSO	01/10/2023
Reviewed, no changes	03/19/2024

Next review date 03/19/2025