



## OPERATIONAL Policy

Section:	Human Resources	OPR-0340-30
Title:	Health and Safety	TBD

### 1. PURPOSE

- 1.1 To provide a safe working environment for all employees through a comprehensive health and safety program and a robust Safety Management System (SMS).

### 2. SCOPE

- 2.1 Applies to all employees, volunteers, and contractors working for the Sunshine Coast Regional District (SCRD).

### 3. POLICY

- 3.1 To ensure that all work practices and procedures are designed, conducted, and maintained in a manner that meets or exceeds all health and safety standards and legislative requirements.

### 4. RESPONSIBILITIES/AUTHORITY TO ACT

- 4.1 Health and Safety is everyone's responsibility. Through the active participation and cooperation of management, supervisors, workers, volunteers, contractors, and Joint Health and Safety (JHS) committees, the SCRD will promote healthy and safe working conditions and attitudes as integral parts of its operations.

#### 4.1.1 Employees and Volunteers

- a) Employees and volunteers must be familiar with the requirements of SCRD policies, the *Workers' Compensation Act*, and other WorkSafeBC legislation as it relates to their work activities and are to conduct themselves in accordance with established procedures and safe work practices, which includes wearing appropriate clothing with consideration of the work being performed, obtaining, wearing, and storing required Personal Protective Equipment (PPE), and being aware of the potential for hazards in the workplace and reporting all safety concerns to their supervisors.

#### 4.1.2 Supervisors

- a) Ensure that all employees and volunteers are instructed in, and follow all safe work procedures, regulatory requirements, and collective agreement provisions as applicable.  
b) Advise employees and volunteers of hazards prior to assigning activities, conduct safety meetings, and provide safe work procedures.

#### 4.1.3 Management

- a) Set a positive example, provide leadership in the health and safety program, provide proper equipment, training, budgetary resources, and to act in accordance and compliance with all policies and legislative requirements.  
b) Be aware of departmental risk and incidents, participate in reducing risk exposure on work activities and include safety as an agenda item in monthly meetings.  
c) Ensure investigations of incidents are conducted as required, participate with inspections, and cooperate with the implementation of corrective measures.

#### 4.1.4 Senior Leadership Team

- a) Ensure the overall compliance of safety within areas of responsibility.  
b) Ensure safety program performance is measured and deficiencies are addressed.  
c) Include safety as an agenda topic at least quarterly at Senior Leadership Team meetings.

#### 4.1.5 Human Resources

- a) Establish and/or update required policies and procedures and provide overall leadership to the SCRD's Health and Safety Program and SMS.  
b) Provide support, technical direction and guidance to all staff including the JHS Committees.



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- c) Promote compliance with legislative requirements and evaluate the effectiveness of the SMS.
- d) Encourage reporting of all incidents and near misses and ensure all reported incidents are tracked and addressed in a safe and efficient manner.
- e) Develop and distribute key performance indicators and other statistical information.
- f) Provide ongoing training, education, and collaboration in support of continuous improvement throughout the workplace.

### 4.1.6 Joint Health and Safety Committees

- a) Collaborate in a cooperative spirit to identify and resolve health and safety concerns in support of the SMS.
- b) Provide recommendations to resolve safety concerns to prevent and eliminate the reoccurrence of incidents in the workplace.

### 4.1.7 Contractors

- a) All contractors, working for, or on behalf of the SCRD, must implement effective safety programs for their workers, and are expected to comply with all safety rules of the SCRD and applicable requirements.

### 4.1.8 Disciplinary Action

- a) Any breach of this policy may result in remedial measures or disciplinary action, up to and including termination of employment, or legal prosecution, depending on the circumstances.

## 5. REFERENCES

### 5.1 Attach or refer to related documents.

- 5.1.1 I-30 New Employee Orientation
- 5.1.2 I-30a Corporate Orientation Checklist for New Employees form
- 5.1.3 I-30b Site Specific Orientation Checklist for New Employees form
- 5.1.4 I-90 Employment Files & Confidentiality
- 5.1.5 II-60 Employee Emergency Response
- 5.1.6 III-11 Code of Conduct
- 5.1.7 III-35 Tools, Equipment and Facilities
- 5.1.8 III-60 Use of SCRD Vehicles
- 5.1.9 III-61 Safe Driving at Work
- 5.1.10 IV-10 Fitness for Duty
- 5.1.11 *Workers' Compensation Act*
- 5.1.12 WorkSafeBC OHS Regulations
- 5.1.13 SCRD's Health and Safety Policy Statement - Notice to SCRD Bulletin Boards

SLT Review Date:	November 20, 2024
CAO Approval Date:	November 22/24.
CAO Signature:	