



Occupational Health and Safety Policy

Effective Date: February 26, 2025
Last Revised:
CAO Signature:

1. Purpose

This purpose of this policy is:

To provide a commitment by the City of Pitt Meadows to protect and promote the health, safety, and well-being of its employees, contractors, volunteers, visitors and clients.

To ensure the City is in legal compliance with Part 2 of Workers Compensation Act and the WorkSafeBC Occupational Health and Safety Regulation and is designed to provide workers with a safe and healthy workplace.

To protect employees by minimizing work hazards, reducing accidents and promoting a safe work environment.

To promote a safety culture at the city that encourages a proactive approach to safety, fostering awareness and responsibility among employees.

2. Scope

This policy applies to all City of Pitt Meadows employees, contractors, volunteers, visitors and clients.

This policy applies to all sites where work activities are undertaken by employees for the City. All workplaces, worksites, and situation where a worker is working or could be working and their health and safety could be impacted.

This policy covers all applicable regulation, including:

- Workers' Compensation Act, Part 2, Division 4, Sections 21 through 30

- *Workers Compensation Act*, Part 2, Division 5, Sections 31 through 46 (Joint Health and Safety Committee requirements).
- WorkSafeBC Occupational Health and Safety Regulation 3.1 to 3.3.
 - The requirements of the WorkSafeBC OHS Regulation are mandated by the *Workers' Compensation Act*. The Regulation requires employers with a work force of 20 or more where at least one workplace creates a moderate or high-risk injury, or 50 or more workers, to initiate and maintain an Occupational Health and Safety Program.

3. Exclusions

N/A

4. Definitions

In this policy:

Employer: An individual or organization responsible for providing a safe and healthy work environment for employees.

Occupational Health and Safety: The discipline focused on protecting employees' health, safety, and well-being in the workplace by identifying, preventing, and managing workplace hazards.

Safety Committee: A group of representatives from management and employees who oversee workplace safety and recommend improvements.

Supervisor: a person who instructs, directs, and controls workers in the performance of their duties. A supervisor can be any worker — management or staff — who meets this definition, whether or not he or she has the supervisor title. If someone in the workplace has a supervisor's responsibilities, that person is responsible for worker health and safety.

Worker: Any person engaged in work-related tasks, including full-time, part-time, temporary, and contract workers.

Worker Health and Safety Representative: A member of the Joint OHS committee, or if there is no Joint OHS committee, the representative who will fulfill the duties and responsibilities of the committee.

Workplace: Any place where a worker is working or could be working. This includes any vessel, vehicle or mobile equipment used by a worker in work.

5. Policy Statements

- (1) It is the policy of the City of Pitt Meadows to provide a healthy and safe work environment, which is designed, operated, and maintained in accordance with the WorkSafeBC Occupational Health and Safety Regulation.
- (2) It is the responsibility of every supervisor to ensure that all workers are instructed in, and follow all safe work procedures and regulatory requirements.
- (3) It is the responsibility of all workers to follow proper safe work procedures and to monitor and report all unsafe conditions and hazards in their workplace.
- (4) It is the responsibility of all contractors working for or on behalf of the City to implement effective safety programs for their workers, and comply with all City of Pitt Meadows' safety rules.
- (5) Through the active participation and co-operation of management, supervisors, workers and members of the occupational health and safety committees, the City will promote healthy and safe working conditions and attitudes as integral parts of its operations.
- (6) The Management is dedicated to the continuous improvement of its health and safety performance and commits to ensuring that adequate funding and sufficient resources are available to support the programs.

5.1. Roles and Responsibilities

Management is responsible to:

- Ensure the health and safety of all workers in the workplace;
- Ensure that safety is on the agenda of monthly management meetings;
- Remedy any conditions in the workplace that are hazardous to the health or safety of any worker;
- Ensure that workers are aware of all known health or safety hazards to which they are likely to be exposed by their work;
- Establish and maintain a Joint Health and Safety committee in each workplace where 20 or more workers are regularly employed;
- Ensure that prime contractors are designated in multiple employer workplaces when appropriate and that they are given information that is necessary to identify and eliminate or control hazards to the health or safety of persons at the workplace;



- Establish occupational health and safety policies and programs to meet WorkSafeBC OHS Regulation and other Acts that pertain to the business of the City of Pitt Meadows;
- Ensure that copies of the WorkSafeBC OHS Regulation and Workers Compensation Act are readily available for review by workers;
- Provide and maintain in good condition protective equipment, devices and clothing as required and to ensure that they are used by workers;
- Provide information, instruction, training and supervision necessary to ensure the health and safety of workers in carrying out their work and to ensure the health and safety of other workers at the workplace;
- Hold supervisors and workers accountable for their safety performance;
- Cooperate with representatives from the Workers' Compensation Board (WorkSafeBC).

Supervisors are responsible to:

- Ensure the health and safety of all workers under their direct supervision;
- Ensure that workers are trained in and follow safe work procedures;
- Participate in the development of Safe Work Procedures where necessary;
- Ensure that workers are made aware of all known or reasonably foreseeable health or safety hazards in the area in which they work;
- Instruct workers in safe practices at the time they are given assignments and as the work progresses;
- Ensure that workers are able to demonstrate safe work procedures before being assigned a task;
- Recognize unsafe practices and conditions and correct them without delay;
- Ensure that all equipment, tools and apparatus are in good repair and in proper working order;
- Supply the required personal protective equipment (PPE) and enforce the use of equipment as appropriate;
- Enforce established safety policies, safety rules and job procedures as required;
- Participate in accident/incident investigations;
- Ensure that all accidents and injuries are reported immediately and documented;
- Ensure that regular inspections are taking place as required and that deficiencies found during inspections are addressed and/or corrected;
- Consult with and cooperate with the JOHS committee or Worker Health and Safety Representative for the workplace;
- Ensure that JOHS committee is informed about unsafe conditions and actions uncovered during inspections;



- Ensure compliance with the WorkSafeBC OHS Regulation and *Workers Compensation Act*, as well as any other Acts or legislation pertaining to the City of Pitt Meadows;
- Cooperate with the Workers' Compensation Board / WorkSafeBC;
- Provide adequate direction and communicate to workers the health and safety procedures of the City of Pitt Meadows.

Workers are responsible to:

- Take reasonable care to protect their health and safety and the health and safety of other persons who may be affected by their work;
- Carry out their work in accordance with established safe work procedures;
- Engage in work activities that they have been adequately trained in;
- Use protective equipment, devices and clothing as required;
- Not engage in horseplay or similar conduct that may endanger themselves or any other person;
- Ensure their ability to work safely is not impaired by alcohol, drugs or other causes;
- Report unsafe conditions, equipment and acts to supervisors or management;
- Consult and cooperate with the JOHS committee;
- Cooperate with WorkSafeBC.

Joint Occupational Health and Safety Committee members are responsible to:

- Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations;
- Consider and expeditiously deal with complaints relating to the occupational health and safety of workers;
- Consult with workers and the employer on issues related to occupational health and safety and the occupational environment;
- Make recommendations to the employer and the workers for the improvement of the occupational health and safety of workers and compliance with the regulations, and monitor their effectiveness;
- Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with Regulations, and monitor their effectiveness;
- Advise the employer on programs and policies required under the Regulation for the workplace and monitor their effectiveness;
- Advise the employer on proposed changes to the work processes that may affect the health or safety of workers;
- Ensure that incident investigations and regular inspections are carried out as required by the Regulation;



- Participate in inspections, investigations and inquiries as provided by the Regulation;
- When necessary, request information from the employer about:
 - a. Known or reasonably foreseeable health or safety hazards to which workers at the workplace are likely to be exposed.
 - b. Health and Safety experience and work practices and standards in similar or other industries of which the employer has knowledge.
- Carry out any other duties and functions prescribed by the Regulation.

Management Responsibilities to the Joint Occupational Health and Safety Committee:

- Consult and cooperate with the JOHS committee;
- Ensure that all JOHS Committees in the city meet at least monthly;
- Provide equipment, premises and clerical personnel to carry out duties and functions of the JOHS committee;
- Provide information on health or safety hazards to which workers are likely to be exposed, health and safety experience and work practices and standards in similar or other industries, and WorkSafeBC orders, penalties and prosecutions relating to health and safety at the workplace;
- Alert the JOHS committee about proposed or planned change to the workplace that may affect the health and safety of workers;
- Respond in writing to the JOHS committee within 21 days of receiving a written request for a response, or provide a written explanation for any delay or inability to respond to the committee within that time;
- Provide members of JOHS committee with time off work and pay to attend meetings and to fulfill other functions and duties of the committee;
- Ensure each member of JOHS committee is entitled to annual educational leave totaling 8 hours for the purposes of attending occupational health and safety training courses without loss of pay or other benefits;
- Reimburse JOHS committee members for the costs of training course and reasonable costs of attending the course;
- Retain copies of JOHS committee minutes/reports for 2 years from the date of the meeting. Ensure the minutes/reports are readily accessible to the JOHS committee members, workers, The City of Pitt Meadows officers and directors, union and WorkSafeBC officers;
- Post the names and work locations of the JOHS committee members, the reports of the 3 most recent JOHS committee meetings and copies of applicable orders for the preceding 12 months.

Contractors are responsible to:

- Gather information from the City of Pitt Meadows about pre-existing hazards and how to eliminate or minimize them;
- Obey the onsite safety policies and regulations of the City of Pitt Meadows;
- Ensure workers of the contractor are trained and qualified to perform their duties;
- Provide supervision at all times on the job site;
- If designated as Prime Contractor, meet all of the requirements of the City of Pitt Meadows Contractor Coordination Program;
- Alert the City to any hazards that might affect the safety of any workers.

5.2 Prohibitions (*Refusal of Unsafe work*)

OHSR 3.13 No prohibited action.

- (1) A worker must not be subject to prohibited action as defined in section 47 of the *Workers Compensation Act* because the worker has acted in compliance with section 3.12 or with an order made by an officer.
- (2) Temporary assignment to alternative work at no loss in pay to the worker until the matter in section 3.12 is resolved under section 3.12 (3), (4) or (5) is deemed not to constitute prohibited action.

Part 2 Division 6 – Worker Protection in Relation to Prohibited Actions

47 – Prohibited Action

48 – Worker Protection from Prohibited Action

- (1) For the purposes of this Division, "**prohibited action**" includes any act or omission by an employer or union, or by a person acting on behalf of an employer or union, that adversely affects a worker with respect to:
 - (a) Any term or condition of employment, or
 - (b) Any term or condition of membership in a union.
- (2) Without restricting subsection (1), prohibited action includes any of the following:
 - (a) Suspension, layoff or dismissal;
 - (b) Demotion or loss of opportunity for promotion;

- (c) Transfer of duties, change of location of workplace, reduction in wages or change in working hours;
- (d) Coercion or intimidation;
- (e) Imposition of any discipline, reprimand or other penalty;
- (f) The discontinuation or elimination of the job of the worker.

5.3 Procedures and Guidelines of the City's Safety Programs

A comprehensive Occupational Health & Safety Program, along with supplemental safety programs, are developed & updated by the City's Occupational Health & Safety Advisor, with input from the City's Health & Safety Committees. These programs, along with corresponding procedures and guidelines, have been established to ensure compliance with the Workers Compensation Act and WorkSafeBC Occupational Health and Safety Regulations.

The Occupational Health & Safety Program covers the following areas:

- Workplace Inspections
- Hazard Identification
- Hazardous Materials and Substances (WHMIS)
- Monitoring Plant Equipment and Machinery
- Medical Examinations and Health Monitoring
- First Aid
- Employer Incidents Investigations
- Joint Health & Safety Committees (JOHSC)

5.4 Training & Instruction of Employees

The goal of training is to provide instruction and supervision of workers for the safe performance of their work. Through this training, workers and supervisors will be aware of the Occupational Health and Safety Program and the hazards of the workplace, how to protect themselves from those hazards, how to perform their duties and operate equipment safely. Subjects for instruction will be listed according to the requirements of the City of Pitt Meadows with reference to appropriate safe work procedures being made during instruction.

5.5 Annual Review

The City of Pitt Meadows will undertake regular annual reviews of the safety program. This review will include analysis of safety performance, accident records,

inspections, and Safe work procedures, statistics, documentation and WCB Reports.

6. Related Polices:

- (1) A017 Drivers and Operators Policy – DM #186157
- (2) A037 Drug and Alcohol Policy – DM #154659
- (3) A056 Respectful Workplace Policy – DM #194232

7. Supplemental Safety Programs:

- (1) Occupational Health and Safety Program – DM #113375
- (2) Biological Agents - DM #110190
- (3) Confined Space Entry - DM #117331
- (4) Contractor Coordination - DM #21451
- (5) De-energization and Lockout - DM #110191
- (6) Emergency Preparedness and Response - DM #55820
- (7) Ergonomics Program - DM #114541
- (8) Heat Stress - DM #141150
- (9) Prevention of Violence in the Workplace - DM #89281
- (10) Respirator - DM #148818
- (11) Stay at Work/Return to Work - DM #151201
- (12) Working Alone or in Isolation - DM #69750
- (13) First Aid - DM #118158
- (14) Personal Protective Equipment (PPE) - DM #122111
- (15) Indoor Air Quality - DM #21459
- (16) Automated External Defibrillator (AED) – DM #138161
- (17) Communicable Disease COVID Protocol – DM #184561
- (18) Violence in the Workplace – DM #89281