DRYDEN

CITY POLICY

SECTION: HUMAN RESOURCES

NO: HR-HS-01

REFERENCE: HEALTH AND SAFETY

Date:
October 20, 2026

Next Review Date:
October 2027

TITLE: HEALTH AND SAFETY POLICY

1.0 POLICY STATEMENT

1.1 The Corporation of the City of Dryden is committed to establishing and maintaining a health and safety program that will work towards the prevention of workplace injuries, illnesses and incidents. The program will heighten awareness and stress the importance of health and safety in the workplace. It will provide all levels of the organization with the appropriate training, knowledge, and commitment to ensure the highest standards are achieved for health and safety.

1.2 Council, in cooperation with Staff and the Site-Based Joint Health and Safety Committees (JHSC), will establish and maintain effective policies and programs governing health and safety practices within the Corporation and ensure compliance to all legislation including the Occupational Health and Safety Act and applicable regulations by all levels of the organization.

2.0 RESPONSIBILITIES

2.1 Council shall encourage and uphold a safe and healthy working environment by supporting the health and safety program and Site-Based Joint Health and Safety Committees. The Head of Council will demonstrate leadership and commitment by signing the Health and Safety Vision and Policy.

2.2 The Chief Administrative Officer (CAO) shall:

(a) Have the overall responsibility for health and safety in the corporation and must demonstrate the courage to care and commitment to health and safety by signing the Health and Safety Vision and Policy.

(b) Liaise with the Health and Safety Coordinator and the Site-Based Joint Health and Safety Committees in maintaining effective and proactive corporate health and safety policies, procedures and programs for the

workforce that comply with the Occupational Health and Safety Act, and all other applicable legislation.

(c) Respond, in writing, to recommendations from the Joint Health and Safety Committee(s) within 21 days as per the Occupational Health and Safety Act.

(d) Inform and provide recommendations to Council on issues requiring unbudgeted expenditures.

(e) Hold all levels of the organization accountable for health and safety.

(f) Provide the time, budget and resources required to ensure that goals and objectives are met for health and safety. (g) Provide recognition for safety excellence and outstanding performance in health and safety.

(g) Lead by example and participate in health and safety activities, training and periodic site visits.

2.3 Department Managers shall:

(a) Report to the Chief Administrative Officer (CAO) and inform the CAO of all issues, concerns and successes relating to health and safety.

(b) Ensure all employees within their department adhere to all City of Dryden health and safety policies, procedures, and programs, and requirements under the Occupational Health and Safety Act and any other applicable legislation.

(c) Ensure all City of Dryden health and safety policies, procedures and programs and the Occupational Health and Safety Act are available to all employees for review and reference.

(d) Inform their Site-Based Joint Health and Safety Committees of any workplace incidents involving injury, death, occupational illness and provide the results of any reports related to health and safety in the workplace.

(e) Ensure the development of Site-Based health and safety procedures within the department and ensure compliance with legislative requirements, while ensuring a safe working environment.

(f) Develop and maintain a training program for all employees that will ensure their ability to work safely within the workplace.

(g) Ensure proper reporting procedures are followed regarding workplace incidents or injuries in accordance with the City of Dryden health and safety policies and procedures, the Occupational Health and Safety Act, and the Workplace Safety and Insurance Board (WSIB), and any other legislative requirements.

(h) Ensure Supervisors maintain a safe working environment for employees and that all legislative requirements and municipal policies and procedures are complied with.

(i) Respond to recommendations of the Site Based Joint Health and Safety Committee within 21 days as per the Occupational Health and Safety Act.

(j) Lead by example and participate in departmental inspections, investigations, policy, procedure and program development, training initiatives and orientation of new, seasonal or transferred employees on the health and safety practices.

(k) Take every precaution reasonable in the circumstances for the protection of a worker.

2.4 Supervisors shall:

(a) Be familiar with, implement and enforce all City of Dryden health and safety policies, procedures and programs, and all legislative requirements, including the Occupational Health and Safety Act.

(b) Be responsible for developing, maintaining and training employees on departmental health and safety policies, procedures and programs.

(c) Ensure every worker complies with and utilizes the protective devices, measures and procedures required by legislation, applicable regulations and the City of Dryden policies, procedures and programs.

(d) Ensure every worker uses or wears the proper protective equipment, protective devices or clothing that is required by legislation, applicable regulations and City of Dryden policies, procedures and programs.

(e) Advise workers of the existence of any potential hazard or actual danger to the health or safety of the worker of which the supervisor is aware.

(f) Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of the worker.

(g) Lead by example and participate in departmental inspections, investigations, work refusals, policy and procedure development, training

initiatives and orientation of new, seasonal or transferred employees on the health and safety practices.

(h) Take every reasonable precaution in the circumstances for the protection of a worker.

(i) Keep accurate records and documentation regarding health and safety issues, concerns, inspections, investigations and training activities.

(j) Ensure proper reporting procedures are followed regarding workplace incidents or injuries in accordance with the City of Dryden health and safety policies, procedures and programs, the Occupational Health and Safety Act, the Workplace Safety and Insurance Board (WSIB), and any other legislative requirements.

(k) Ensure all contractors and sub-contractors for the City understand and comply with the City of Dryden health and safety policies, procedures and programs, the requirements of the Occupational Health and Safety Act, and any other legislative requirements.

(l) Post all Ministry orders and notices of compliance.

2.5 Employees shall:

(a) Take personal responsibility for their own health and safety.

(b) Ensure they understand and comply with the requirements of the City of Dryden health and safety policies, procedures and programs, and applicable legislation including the Occupational Health and Safety Act.

(c) Be knowledgeable of the location and contents of the health and safety bulletin board in their department as well as the location of first aid kits, eyewash stations, fire extinguishers and exits as applicable.

(d) Immediately report any hazard, incident or injury, including near misses, to their Supervisor and complete the appropriate documentation.

(e) Operate equipment safely and in accordance with proper operating procedures. Report to their Supervisor any issue or defect with any equipment or protective device to which the worker is aware, or that may endanger themselves or another worker.

(f) Wear appropriate personal protective clothing and equipment in accordance with the Occupational Health and Safety Act, and City of Dryden health and safety policies, procedures and programs.

(g) Report immediately to their Supervisor any violations of legislation including the Occupational Health and Safety Act, or City of Dryden health and safety policies, procedures or programs, and identify/report any safety hazards to their Supervisor. Have the courage to intervene.

(h) Refuse work that they believe to be unsafe and could potentially harm themselves or others. Follow legislated Work Refusal Procedures.

(i) Appoint a Health and Safety Representative for the Site-Based Joint Health and Safety Committee as required and provide the name to the Supervisor, Department Manager, Health and Safety Coordinator and the Site-Based Joint Health and Safety Committee.

2.6 No worker shall:

(a) Remove or make ineffective protective devices that are required by regulations or by the City, without providing an adequate temporary protective device. When the need for removing or making ineffective the protective device has ceased; the protective device shall be replaced immediately.

(b) Use or operate any equipment, machine, device or thing or work in a manner that may endanger themselves or any other worker.

(c) Engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

2.7 Contractors, including all sub-contractors, working for the City of Dryden shall:

(a) Adhere to all City of Dryden health and safety policies, procedures and programs, and comply with the Occupational Health and Safety Act and applicable regulations.

(b) Provide health and safety documentation and signatures as required by the City of Dryden Contractor Management Program.

2.8 Joint Health and Safety Committee Representatives shall:

(a) Participate in the Site-Based Joint Health and Safety Committee.

(b) Attend meetings of the Site-Based Joint Health and Safety Committee.

(c) Participate in the investigation of injuries/incidents.

(d) Conduct monthly inspections of the workplace area under their jurisdiction and may facilitate monthly departmental safety meetings. Written

inspection reports and minutes of the monthly meetings are to be posted and submitted to the Supervisor, Manager, and the online portal.

(e) Participate in health and safety orientations and training as required.

2.9 Site-Based Joint Health and Safety Committees shall:

(a) Comply and adhere to the requirements under the Occupational Health and Safety Act, and the City of Dryden health and safety policies, procedures and programs.

(b) Identify and report potential health and safety problems.

(c) Make recommendations to improve health and safety in the workplace.

(d) Investigate work refusals.

(e) Meet quarterly, at a minimum, each year to conduct Joint Health and Safety Committee meetings and prepare the agendas and prepare/review meeting minutes.

(f) Conduct monthly inspections of related work sites and submit inspection reports through the online portal.

(g) Participate in the review of the City of Dryden health and safety policies, procedures and programs on a biennial basis. Provide suggestions on amendments to a policy, procedure or program and forward them to the Health and Safety Coordinator.

(h) The Site Based Joint Health and Safety Committees will be structured as per Appendix "A".

2.10 Director of Human Resources shall:

(a) Document and maintain employee training and development records.

(b) Document and track employee discipline for health and safety infractions.

2.11 Payroll and Benefits Administrator shall:

(a) Administer the WSIB program and ensure all WSIB documentation is completed and submitted to WSIB within the legislated timelines.

2.12 Health and Safety Coordinator shall:

(a) Review and update corporate health and safety policies, procedures, and programs as required or at a minimum of every two (2) years.

(b) Provide notice of changes to all corporate policies, procedures, and programs to all City employees, members of Council and members of City Boards and Agencies (i.e. Library, Museum; as applicable).

(c) Provide assistance to Managers and Supervisors on the Incident Investigation Process and participate in all fatal and critical injury incidents. Conduct incident investigation reports and review with the department manager to ensure corrective actions address root causes and ensure actions are followed through to completion.

(d) Participate with all vehicle incident investigations.

(e) Provide ongoing assistance to departments and Site-Based JHSC committees, acting as a resource person, as required.

(f) Provide up to date information on health and safety including, but not limited to, changes in legislation, best practices, statistics, seasonal topics and any other information deemed to be relevant.

(g) Track inspections, department meetings, JHSC meetings, incidents and WSIB stats to ensure compliance and completion.

(h) Provide information regarding training opportunities for departments and their site-based committees. Assist with training needs as required.

(i) Act as a liaison with the Ministry of Labour, WSIB or any other government ministries or agencies.

3.0 TRAINING

3.1 It is encouraged that all employees of the City of Dryden maintain a standard First Aid certificate and CPR. To meet minimum legislation, one employee per shift shall be certified.

3.2 One management member and one union member of the Site-Based Joint Health and Safety Committees shall maintain JHSC certification through the Basic Certification Training Program under the Occupational Health and Safety Act.

3.3 New employees of the City of Dryden shall be provided with instruction on the following subjects pertaining to health and safety in the workplace:

(a) Canada Labour Code Part II (if applicable);

(b) City of Dryden health and safety policies, procedures, and programs;
(c) Incident/Injury Reporting procedures;
(d) Ministry of Labour Health and Safety Awareness Training for Workers and Supervisors;
(e) WHMIS Training;
(f) Workplace Violence and Harassment Policies;
(g) Working Together: AODA and The Code, and,
(h) Internal safety procedures regarding their position within the organization.

3.4 All permanent employees shall receive health and safety training, and the City of Dryden Policy and Procedure Confirmation of Receipt and Understanding, upon orientation, as well as annually.

4.0 COMPLIANCE AND VIOLATIONS

4.1 Any employee found to be in non-compliance under the Occupational Health and Safety Act, established City of Dryden health and safety policies, procedures, programs, or any other applicable legislation shall be dealt with in accordance with appliable legislation, collective agreements, the City's Code of Conduct and/or the City's Discipline Policy.

History			
Approval Date:	November 19, 2007	**Approved by:**	Council Resolution
Review/ Amendment Date:	April 18, 2011	**Approved by:**	By-law 3875-2011
Review/ Amendment Date:	December 19, 2011	**Approved by:**	By-law 3930-2011
Review/ Amendment Date:	July 21, 2014	**Approved by:**	By-law 4218-2014
Review/ Amendment Date:	July 21, 2016	**Approved by:**	CAO
Review/ Amendment Date:	March 8, 2021	**Approved by:**	CAO
Review/ Amendment Date:	August 12, 2022	**Approved by:**	CAO
Review/ Amendment Date:	August 14, 2023	**Approved by:**	CAO
Review/ Amendment Date:	August 07, 2023	**Approved by:**	CAO
Review/ Amendment Date:	June 11, 2025	**Approved by:**	CAO R. Nesbitt
Review/ Amendment Date:	October 20, 2026	**Approved by:**	City Clerk

STRUCTURE OF SITE BASED JOINT HEALTH AND SAFETY COMMITTEES
Worksites with >20 Workers

DEPARTMENTS	MINIMUM COMPOSITION
Administration, Building & Planning, Finance, HR, POA, IT	1 Manager 1 Employee
Dryden Fire Service (Hall 1)	1 Manager 1 Volunteer
Recreation	1 Manager 1 Employee
Public Works	1 Manager 1 Employee

STRUCTURE OF SITE BASED HEALTH AND SAFETY REPRESENTATIVES
Worksites with 5-19 Workers

DEPARTMENTS	MINIMUM COMPOSITION
Library	1 Employee
Water Works	1 Employee
Dryden Fire Service (Hall 2)	1 Employee

DRYDEN

The City of Dryden Health and Safety Vision & Policy

Vision:

It is the City of Dryden's vision for all employees to return home safely each and every day and enjoy time with family and friends free from injury or illness.

Policy Statement:

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Our Values:

We believe that:

- No business objective, operational priority or service requirement will take priority over the health and safety of employees.
- All workplace injuries, illnesses, and incidents are preventable.
- No task is so important or urgent that it cannot be planned and performed safely.
- Working safely and complying with established health and safety requirements is a condition of employment.
- While management retains its legal duties and responsibilities for workplace health and safety, every individual shares the responsibility and accountability for protecting their own health and safety and that of others who may be affected by their work.

Jack Harrison	Roger Nesbitt
Mayor	Chief Administrative Officer (CAO)
Shawna Charbonneau	Kendi Ridgway
IBEW Local 1730	Health & Safety Coordinator

Original signed copy withheld in the Record Management System