

NO: R209

COUNCIL DATE: **October 3, 2016**

REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **September 28, 2016**

FROM: **City Manager
General Manager, Human Resources**

FILE: **0625-20**

SUBJECT: **Updated Occupational Health and Safety Policy N-16**

RECOMMENDATION

The City Manager and the Human Resources Department recommend that Council:

1. receive this report as information; and
2. approve the amended Occupational Health and Safety Policy N-16, as documented in Appendix "I" of this report.

BACKGROUND

In April 2000, Council approved Occupational Health and Safety Policy N-16 (Appendix "II") to provide the foundational principles for the City's initiatives for occupational health and safety. Since that time, the Policy has served its purpose as a grounding statement for the City's focus on its occupational health and safety initiatives.

Over time the City of Surrey has established a best in class performance in the area of health and safety. In 2015, the City had its best recorded results in terms of the relatively low number of accidents and workplace incidents. Ensuring staff, volunteers, contractors, visitors and residents are safe in their interactions with City of Surrey workplaces is fundamental.

Nevertheless, a focus on continuous improvement is always needed to ensure we are the best we can be and to ensure the ongoing well-being of all stakeholders in the City's many workplaces. Achieving occupational health and safety excellence requires ongoing commitment and action by all stakeholders. Now is an appropriate time to update the Policy N-16, in alignment with occupational health and safety best practices and legal compliance standards.

DISCUSSION

In early 2016, Human Resources Health and Safety Team, in consultation with senior management, developed a plan to engage key stakeholders in the rewrite and reaffirmation of the City's Occupational Health and Safety Policy.

With the involvement of the Senior Management Team (“SMT”), stakeholder input was sought from managers and supervisors, the three unions that represent City workers, the Joint Health and Safety Committees, City staff, WorkSafeBC, and other subject matter experts. The revised Policy reflects the input that was received.

Upon receiving Council approval of Policy N-16, staff will communicate the updated Policy to all staff and stakeholders, and will update related materials and occupational health and safety training. The revised Policy will be reviewed by SMT on an annual basis.

Changes to the Policy include:

- Clarifying responsibilities;
- Clarifying the 6 key safety behaviours that apply to all employees, volunteers, contractors, visitors and residents;
- Updating the language to be more inclusive in tone, to be reflective of current safety legislation, and to remove dated language (e.g. “Safe City” initiative);
- Clarifying the consequences of not following the Policy; and
- Confirming the need to annually review the Policy.

This updated Policy forms the basis for a bigger body of work with the City reviewing and updating safety plans and safety goals throughout 2016 and 2017.

SUSTAINABILITY CONSIDERATIONS

Within the Sustainability Charter, the City identifies its commitment to Corporate Sustainability. Specifically, the City of Surrey is a major corporation; employer and owner of land and facilities, and its activities have a significant impact and influence on residents, businesses and institutions.

Surrey’s leadership, by the way that it does business, is essential to advancing sustainability. The City of Surrey will continue to embed sustainability into City operations in a number of ways and through the work of all departments and staff. Drawing from the corporate sustainability actions outlined in the original Sustainability Charter and aligned with the City’s Values and the eight themes of this new Charter, the City of Surrey corporate sustainability objectives and strategies include:

- Promote staff development and corporate structures that support the physical and emotional health and well-being of individuals and contribute to a healthy and productive work environment. The City will continue to support employee development and wellness, including employee mental health and wellness.

The updating of the Policy is at the heart of the City’s occupational health and safety strategies and is in keeping with the Sustainability Charter.

CONCLUSION

Based on the above information, the City Manager and the Human Resources Department recommend that Council, receive this report as information; and approve the amended Occupational Health and Safety Policy N-16.

Nicola Webb
General Manager, Human Resources

Vincent Lalonde, P. Eng
City Manager

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Appendix "I" Updated N-16 Occupational Health and Safety Policy

Appendix "II" Current N-16 Occupational Health and Safety Policy



DRAFT CITY POLICY

No. N-16

REFERENCE:	APPROVED BY:	CITY COUNCIL
REGULAR COUNCIL MINUTES 10 APRIL 2000	DATE:	TO BE APPROVED
	HISTORY:	10 APRIL 2000 (RES.R00-886)

TITLE: OCCUPATIONAL HEALTH AND SAFETY

At the City of Surrey, we are committed to protecting the health and safety of our employees, volunteers, contractors, visitors and residents by:

- promoting and sustaining a safe and healthy work environment;
- preventing workplace incidents, injuries and illnesses;
- complying with the *Workers Compensation Act* and the Workers' Compensation Board (WorkSafeBC) Occupational Health & Safety Regulation;
- complying with safety roles and responsibilities, and safe work practices and procedures as described in the City of Surrey Employee Safety handbook and related documents;
- helping employees stay at and return to safe and productive work; and
- continuously improving our occupational health and safety systems.

ROLES AND RESPONSIBILITIES

Health and safety is a responsibility of all whom work or volunteer with the City of Surrey. Through an effective partnership between employees, Unions, Joint Occupational Health and Safety Committees, Management and other stakeholders, we have a shared commitment to continuously improving our occupational health and safety systems. Through this commitment we will meet our objectives of promoting and sustaining a healthy and safe work environment.

Senior Management Team is committed to:

- improving health and safety performance;
- managing an occupational health and safety system;
- establishing annual objectives and targets pertaining to occupational health and safety; and
- reporting progress to stakeholders.

Management will ensure that employees adhere to health and safety policies, and safe work procedures/practices, and provide the tools, training and education needed to ensure a healthy and safe workplace. Management, working with all key stakeholders, strives to eliminate any foreseeable hazard or situation that may result in incidents, injuries or illnesses.

Supervisors will ensure a safe and healthy workplace for employees. Supervisors are accountable and responsible for the safety of employees who report to them, and must lead health and safety initiatives to meet this obligation. Supervisors must advise employees of potential and actual hazards, and take every reasonable precaution for the protection of employees, contractors, Surrey residents and visitors.

Joint Occupational Health & Safety Committee acts as an advisory body, to identify hazards and to obtain information about them, recommend corrective actions, assist in resolving work refusal cases, participate in incident investigations and workplace inspections, and make recommendations to Management regarding actions required to resolve health and safety concerns.

Prime Contractors and Contractors are expected to be committed to workplace health and safety, and work in compliance with the Workers Compensation Act, Occupational Health & Safety Regulation, and applicable City of Surrey safety requirements.

All employees are required to contribute to a safe and healthy workplace in an effort to minimize the potential for incidents, injuries and illnesses. An Employee must perform his/her job tasks in accordance with established safe work procedures, practices, and Provincial, Federal and Environmental Regulations. All employees have the responsibility to utilize appropriate safety equipment at all times, seek supervisory clarification when needed, and to report any workplace incident, near miss occurrence, or possible unhealthy or unsafe condition, and/or unsafe behaviour.

We challenge ourselves to continually improve by planning, operating and acting with health and safety in mind.

POLICY EXCEPTIONS

Willful violations of the Workers Compensation Act, Occupational Health & Safety Regulation, and City policies or procedures may result in disciplinary action.

POLICY REVIEW SCHEDULE

This Occupational Health and Safety Policy will be reviewed annually by the Senior Management Team.

Current Occupational Health and Safety Policy



CITY POLICY

No. N-16

REFERENCE:	APPROVED BY:	CITY COUNCIL
REGULAR COUNCIL MINUTES 10 APRIL 2000	DATE:	10 APRIL 2000(RES.R00-886)
	HISTORY:	NEW

TITLE: OCCUPATIONAL HEALTH AND SAFETY

The City of Surrey, in conjunction with Council's "Safe City" initiative, is committed to providing a safe and healthy work environment for its employees, volunteers, and contractors. A safe workplace environment contributes to a safe public environment.

The City will comply with statutory requirements, codes of practice and industry standards including those prescribed by the *Workers' Compensation Act* and the *Workers' Compensation Board (WCB) Occupational Health & Safety Regulation*.

ROLES AND RESPONSIBILITIES**City Manager will:**

Ensure that a comprehensive occupational health & safety program is established and maintained in accordance with the *Workers' Compensation Act* and the *WCB Occupational Health & Safety Regulation*.

Department, Division, and Section Managers will:

Ensure that a safe workplace is provided in their area of responsibility in accordance with the *Workers' Compensation Act* and the *WCB Occupational Health & Safety Regulation*. This will be done by providing:

- Instruction, training, and supervision to City employees;
- Health and safety hazard information to employees, volunteers, and contractors;
- Personal protective equipment, devices, and clothing; and
- Safety leadership by "setting a good example".

Employees, Volunteers, and Contractors will:

Ensure their own and other workers' safety by working in accordance with the Workers' Compensation Act and WCB Occupational Health & Safety Regulation by:

- Working safely;
- Promoting and using safe work practices;
- Promoting safe working conditions;
- Exhibiting a positive attitude towards the prevention of work related injuries and illnesses; and
- Reporting unsafe acts and conditions.

Occupational Health and Safety Advisors will:

Plan and co-ordinate the City's occupational health and safety program to ensure compliance with statutory requirements and to promote a safe and healthy workplace. They will:

- Advise all employees on health, safety, and WCB issues;
- Develop written standards, guidelines, and procedures;
- Develop training programs and provide training and/or facilitate the provision of training;
- Manage WCB claims and return-to-work programs;
- Conduct worksite and contractor audits; and
- Manage the relationship between the City and WCB.