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<b>REFERENCE:</b>	<b>APPROVED BY:</b>	<b>CITY COUNCIL</b>
REGULAR COUNCIL PUBLIC HEARING MINUTES 4 October 2016	<b>DATE:</b>	03 OCTOBER 2016
	<b>HISTORY:</b>	10 APRIL 2000 (RES.Roo-886)

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**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.