

## THE CORPORATION OF THE CITY OF WINDSOR POLICY

Service Area:	<b>Office of the City Clerk</b>	Policy No.:	<b>HRHAS – POL – 0001</b>
Department:	<b>Human Resources</b>	Approval Date:	<b>Mar 5, 2018</b>
Division:	Occupational Health, Safety & Wellness	Approved By:	<b>City Council CR135 2018</b>
		Effective Date:	<b>Mar 6, 2018</b>
Subject:	<b>Healthy Workplace Policy</b>	Procedure Ref.:	
<b>Review Date:</b>	One year after implementation and every five years thereafter or as required.	<i>Pages:</i>	Replaces: Corporate Safety Management and Leadership Element
Prepared By:	Julie Ryckman, 2018		Date: Mar 6, 2018

### 1. POLICY

**1.1** This Policy is designed to identify the duties and responsibilities related to the areas of health, safety and wellness as it applies to our employees and worksites. The Corporation of the City of Windsor (the Corporation) is committed to preventing occupational illness and injury for all employees in the workplace. The Corporation will take every reasonable precaution to eliminate work-related illnesses and injuries with the goal of a zero injury workplace.

**1.2** The Corporation recognizes the benefit of providing a healthy workplace for its employees by taking a holistic approach to a Healthy Workplace. As a Healthy Workplace, the Corporation will consider the physical, spiritual, environmental, intellectual, emotional, occupational and mental health of all employees.

### 2. PURPOSE

**2.1** The purpose of this policy is to clearly communicate the responsibilities for all levels of the Corporation so that each may contribute to our goal of a safe, healthy and legislatively compliant workplace.

**2.2** The Corporation recognizes the importance and value of promoting a Healthy Workplace; acknowledges health and safety concerns; identifies and implements solutions; implements resolves to promote and encourage a Healthy Workplace; provides opportunities for our employees to educate themselves in a variety of topics and initiatives that will encourage healthy choices both at work and in their personal lives.

### 3. SCOPE

**3.1** This policy applies to all employees of the Corporation and Transit Windsor (as approved by the Transit Windsor Board of Directors as per Resolution M104-2015) regardless of their employment status.

**3.2** This policy may at times apply to individuals engaged in providing unpaid placements and services to the Corporation, contracted workers, volunteers as defined by the Volunteerism Procedure, students and elected or appointed officials.

**3.3** All health, safety and wellness procedures are an extension of this policy.

#### **4. RESPONSIBILITY**

##### **4.1 Mayor and City Council**

4.1.1 The Mayor and City Council are responsible to support the Health, Safety and Wellness Policy in principle and through the approval of budget dollars allocated to this Policy and for compliance under the Occupational Health and Safety Act (the OHSA) and the Canada Labour Code (the CLC) as may be amended from time to time.

##### **4.2 Chief Administrative Officer (the CAO) and Corporate Leadership Team (the CLT):**

In addition to the duties specified in the OHSA, Sections 25 and 26, and the applicable sections of the CLC as appropriate, the CAO and CLT are responsible for directing the Corporation's occupational health, safety and wellness activities as follows:

- 4.2.1 Review and sign the Health and Safety Policy statement on an annual basis.
- 4.2.2 Take all reasonable steps towards the maintenance and continuous improvement of the Corporation's healthy workplace initiatives which include health, safety and wellness programs as may be identified by legislation and Human Resources.
- 4.2.3 Provide sufficient human and financial resources, operating equipment, training and personal protective equipment to support the corporate health, safety and wellness programs as may be identified by legislation or Human Resources.
- 4.2.4 Model compliance in regard to health, safety and wellness training through active participation.
- 4.2.5 Active promotion and support of health, safety and wellness procedures through direct communication and reinforcement of a corporate healthy workplace.
- 4.2.6 Maintain health and safety as a standing item at the monthly Department Heads meeting.
- 4.2.7 Actively support and promote the City of Windsor Wellness Program by providing regular feedback and allocation of appropriate financial resources to support the annual wellness plan.
- 4.2.8 Promote the active participation in the City of Windsor Wellness Program Steering Committee and Working Committee as opportunities for employees and retirees to work collaboratively along with external partners to promote wellness in our workplaces.

##### **4.3 Executive Directors** – in addition to the duties and responsibilities outlined in Sections 25 and 26 of the OHSA and the CLC, as appropriate, Executive Directors are responsible for directing departmental health, safety and wellness activities as follows:

- 4.3.1 Make all reasonable efforts to promote employee awareness of the applicable requirements of the corporate healthy workplace initiative which includes health, safety and wellness programs.

- 4.3.2 Actively monitor compliance as it relates to the maintenance of the Joint Health and Safety Committees (JHSC) in their respective areas of responsibility including ensuring meeting requirements are met; meeting minutes compiled and approved; and that workplace inspections completed by a JHSC member or Worker Representative, as applicable, are completed, documented and recommendations addressed in a timely manner.
- 4.3.3 Make all reasonable efforts for employees in their areas of responsibility to work in compliance with the applicable requirements of the corporate health and safety program.
- 4.3.4 Provide sufficient financial and human resources, operating equipment, training and personal protective equipment to support the corporate health, safety and wellness programs.
- 4.3.5 Model compliance in regard to health and safety training through active participation.
- 4.3.6 Active promotion of health and safety procedures through direct communication and reinforcement in their respective areas of responsibility.
- 4.3.7 Work cooperatively with Human Resources, and specifically the assigned Occupational Health and Safety Advisors, Disability Management Specialists and our Ergonomist/Wellness Specialist to achieve continuous improvement of the safety of our workplaces, reduce accidents, injuries, lost time and illness of our employees, and expedite timely return to work, inclusive of providing suitable modified work when appropriate and available.

**4.4 Managers and Supervisors** – in addition to the duties outlined in Sections 25, 26 and 27 of the OHSA, and the CLC, as applicable they are responsible for directing occupational health, safety and wellness activities as delegated by their respective Executive Director as well as taking all reasonable steps for each employee under their direct supervision:

- 4.4.1 Working in compliance with all applicable requirements of the corporate health and safety program and refrain from activities that may endanger themselves or others.
- 4.4.2 Implementing and maintaining all applicable corporate health and safety procedures and standards in relation to their specific operations.
- 4.4.3 Promptly investigating all reports or incidence of potential and actual hazards or dangers that they are aware of. Taking reasonable actions to correct unsafe behaviour and/or circumstances, and/or non-compliance applicable to the urgency and severity of each individual situation.
- 4.4.4 Actively promoting their health, safety and wellness and that of their co-workers.
- 4.4.5 Scheduling employees to attend and/or participate in all required health and safety training, confirming their attendance, successful completion and demonstration of training content.
- 4.4.6 Support the activities and events facilitated by the City of Windsor Wellness Program through active participation and promotion.

**4.5 Employees** – In addition to the duties and responsibilities specified in Section 28 of the OHSA and the CLC as appropriate and will:

- 4.5.1 Comply with all applicable requirements of the corporate health and safety program.
- 4.5.2 Report unsafe circumstances or activities to their direct supervisor or in their absence, a management representative of the corporation such that reasonable actions can be taken to mitigate the situation.
- 4.5.3 Actively promote their health and safety and that of their co-workers.
- 4.5.4 Refrain from activities that may endanger themselves or others.
- 4.5.5 Attend and/or participate in all required health and safety training.
- 4.5.6 Support the City of Windsor Wellness Program through active participation in one of the corporate Wellness Committees and/or attending wellness events sponsored by the Wellness Working Committee.
- 4.5.7 Actively participate in appropriate accommodation and return to work efforts
- 4.5.8 Employees who do not follow the applicable processes can be disciplined according to the applicable collective agreement, or Terms and Conditions, of the Employment, up to and including termination.

4.6 **Executive Director of Human Resources** is responsible to assess, develop, review, audit, budget, administer, inform and direct matters related to this policy including promotion of a Corporate Healthy Workplace.

- 4.6.1 Endeavour to provide a corporate health, safety and wellness program as prescribed by the OHSA and Regulations, as well as the CLC, as applicable, and that the program is reviewed regularly and is updated such that its contents include all new and evolving legislative requirements and standards.
- 4.6.2 Facilitate the scheduling and delivery and/or provision of required health and safety training and educational programs.
- 4.6.3 Facilitate the regular assessment and auditing of corporate and legislative health and safety programs and standards and communicate the results to the CAO, CLT and the Executive Directors to determine the appropriate follow up action where and when appropriate.
- 4.6.4 Support the ongoing development and activities of the Corporate Wellness Program by Co-Chairing the Wellness Steering Committee.

4.7 **Manager of Health, Safety and Wellness** will establish and maintain a Corporate Healthy Workplace by implementing a holistic approach to health, safety and wellness through the following:

- 4.7.1 Take all reasonable steps to maintain and facilitate the continuous improvement of the corporate health, safety and wellness program through regular and ongoing review of new and existing legislative standards in comparison with the types of work performed across the Corporation and the established work practices therein, including accident, injury and illness statistics, and identify when new procedures, training programs, equipment or other standards or resources are needed, and determine how these changes are to be made in conjunction with Human Resources and the applicable departmental representatives and the appropriate JHSC.
- 4.7.2 Determine the most effective means of successful delivery for all required health, safety and wellness training programs, the required content and retraining frequency, if applicable, and implement an action plan to develop and/or contract for the required training.

- 4.7.3 Establish and maintain a review process for existing health, safety and wellness procedures and training programs in conjunction with legislative standards, corporate operational processes and when needed, take action to have the procedures updated and communicated.
- 4.7.4 Establish and maintain a process for the regular auditing and assessment of corporate workplaces and communicate the results.
- 4.7.5 Arrange for the conducting of occupational hygiene testing and/or assessments using internal expertise wherever possible, and when necessary, contracting for such services to identify occupational exposure risks or instances of potential non-compliance. Based upon the results of the testing and/or assessments, determine the appropriate follow up actions and implement an action plan to address and communicate the individual circumstances.
- 4.7.6 Support the ongoing activities and efforts of the City of Windsor Wellness Program and the development of the annual City of Windsor Wellness Program Plan.

**4.8 Occupational Health and Safety Advisors** play a key role in the corporate health, safety and wellness program in that they provide the linkage between Human Resources and our departments in implementing, maintaining and continuously improving our procedures, training and operational processes and auditing and assessing all of the above to determine compliance and effectiveness. To this end the Occupational Health and Safety Advisors will:

- 4.8.1 Research and develop new and update existing health and safety procedures to adhere to occupational health and safety requirements and standards as applicable to corporate workplaces and processes or new and amended requirements.
- 4.8.2 Assist departments to identify how they will achieve compliance with new and existing health and safety procedures, working consultatively with departmental management, JHSC and workers at individual worksites.
- 4.8.3 Review and assess incident reports received by Human Resources from departments within their areas of responsibility to determine the effectiveness of recommended corrective actions. Identify any additional recommendations for corrective action in regard to individual circumstances or trends in injury or illness types.
- 4.8.4 Provide advice and recommendations in regard to existing training programs, and facilitate training, continuously evaluating their effectiveness in relation to injury and illness statistics, observances in their respective operational areas and in consultation with departmental management teams, JHSC's, workers, Disability Management Specialists, the Ergonomist and Wellness Specialist, and external agencies as applicable.
- 4.8.5 Conduct periodic audits and assessments, including occupational hygiene testing, to determine the level of compliance with applicable legislative requirements and corporate standards.
- 4.8.6 In conjunction with the Ergonomist and Wellness Specialist, and the Disability Management Specialists, assist departments to understand applicable standards within the OHSA and the CLC, as appropriate, and how

they achieve compliance with these requirements in relation to their individual operational processes taking into consideration any other legislated standard that may also apply to these workplaces, i.e Highway Traffic Act, Long Term Care Act, etc.

- 4.8.7 Conduct job hazard analysis in order to assess occupational hazards by job, assess the need for control measures, assess existing control measures, and where necessary, identify the need for additional control measures to prevent unnecessary injury and/or illness, and achieve compliance with applicable legislative requirements.

#### **4.9 Ergonomist and Wellness Specialist**

- 4.9.1 Build awareness, enthusiasm, energy and commitment towards the City of Windsor Wellness Program inclusive of a holistic approach to promoting a healthy workplace.
- 4.9.2 Serve as a role model and wellness coach.
- 4.9.3 Facilitate and coordinate presentations and final evaluations of the benefits of the Corporate Wellness Program.
- 4.9.4 Work consultatively with the City of Windsor Wellness Program Steering and Working Committees and will be a participant on the committees.
- 4.9.5 Will chair the City of Windsor Wellness Program Working Committee and be responsible for all maintenance aspects of this Committee.
- 4.9.6 Maintain the branding for the City of Windsor Wellness Program.
- 4.9.7 Design, content development, output and support of the implementation of identified components chosen annually for the Program.
- 4.9.8 Prepare and distribute corporate wellness newsletters.
- 4.9.9 Develop and deliver a topic specific Personal Health Guide to be included along with the corporate wellness newsletters.
- 4.9.10 Coordinate and facilitate the annual Mental Health, Nutrition Month and Annual Health Care Screening for Corporate employees.
- 4.9.11 Coordinate the various challenges and contests offered through the City of Windsor Wellness Program for such topics as physical activity; smoking cessation, etc.
- 4.9.12 Development, coordination and facilitation of special educational presentations, monthly programs and events.
- 4.9.13 Maintenance of existing wellness centres and displays at all corporate worksites.
- 4.9.14 Maintenance of the corporate Wellness Website.
- 4.9.15 Regular evaluation of the City of Windsor Wellness Program such that it remains current and practical.

**4.10 Disability Management Specialists** play a vital role in the corporate health, safety and wellness program in that they provide the linkage between Human Resources, injured or ill employees, our departments and our unions and associations to adhere to the requirements of the Workplace Safety and Insurance Act (WSIA), the CLC, the Human Rights Code, and the Human Rights Act, through the following actions:

- 4.10.1** Monitor attendance of employees within their respective areas of responsibility on a regular basis to identify any absenteeism that exceeds the corporate average as per the terms of the IAM Policy, and take appropriate

follow up measures as detailed in these respective procedures when individual circumstances warrant further follow up.

- 4.10.2** When employees are injured or become ill due to a condition of the workplace, that results in medical attention being sought, or lost time occurring, work collaboratively with our departments to meet the reporting obligations of the IAM Policy and each its Procedures, as well as reporting obligations of the WSIA or CLC, and collective agreements.
- 4.10.3** When employees are off work due to a work-related injury or illness, work collaboratively with the employee's department and their union or association to return that employee to their job as soon as they are deemed medically fit to return to work by a recognized medical professional. These processes will be completed in agreement with the standards of the IAM Policy, as applicable.
- 4.10.4** Take all reasonable steps to comply with return to work reporting requirements to the WSIB as applicable to individual circumstances as per the WSIB Procedure.
- 4.10.5** When an employee is off work due to a non-occupational illness or injury, work cooperatively with the employee's department and union or association to return the worker to work as soon as they are deemed medically fit to return by a recognized medical professional as per the standards prescribed in the IAM Policy.
- 4.10.6** Endeavour to collect and store all medical documentation in relation to an employee's occupational or non-occupational injury or illness in the applicable sub-folder of the employee's file in Human Resources.
- 4.10.7** Where an employee is not able to return to their pre-injury/illness job, working to reduce the time these employees remain off work by coordinating and monitoring suitable transitional work placements that include tasks that are within the individual employee's restrictions. The details of this return to work plan will be documented in a Transitional Work Plan, as per the Transitional Work and Permanent Accommodation Procedure.
- 4.10.8** Assisting departments to keep injured or ill workers at work where suitable, by working collaboratively and with our departmental management teams and the employee's respective union or association to identify suitable modifications to their own job, where necessary or if this is not suitable, another job, if available, until such time as their medical documentation verifies that are fit to complete the tasks required for their own job, the details of which to follow will be as per the Transitional Work and Permanent Accommodation Procedure.
- 4.10.9** In the event that an employee reaches their maximum medical recovery, and cannot resume the duties of their own job, work with the employee and their union or association representative, along with the applicable management team, to locate a suitable permanent job placement in an available job. The terms of this permanent placement will be suitably documented.

**4.11 Joint Health and Safety Committee (JHSC) and Representatives** play a vital role in the Corporate Health and Safety Program. In order to maintain and support this Program and the internal responsibility system, JHSC members and Health and Safety

Representatives will exercise their powers as detailed in the applicable sections of the OHSA or CLC, as applicable and will:

- 4.11.1 Establish an annual meeting and workplace inspection schedule in compliance with the applicable meeting requirements of the OHSA or CLC, and provide this schedule to the Manager of Occupational Health, Safety and Wellness each December.
- 4.11.2 Ensure meetings are conducted as per the applicable requirements of the OHSA or CLC.
- 4.11.3 Ensure meeting minutes are completed and documented using the prescribed form as displayed on Dashboard, post the minutes on the Health and Safety board at applicable departmental locations and provide to them to Health and Safety in Human Resources no later than the last Friday of the month in which the meeting occurred.
- 4.11.4 Ensure written JHSC recommendations are appropriately detailed in the applicable meeting minutes, documented on the appropriate form as displayed on Dashboard, provided to the applicable corporate representative for response and follow up and sent to Health and Safety in Human Resources as soon as possible after the recommendation has been made.
- 4.11.5 Ensure workplace inspections are conducted and documented on a monthly basis on the prescribed form as displayed on Dashboard. Completed Workplace Inspection forms must be provided to the departmental representative deemed responsible for follow up on the inspection; posted on the health and safety bulletin board at the appropriate worksites, and sent to Health and Safety in Human Resources no later than the last Friday of each month.



**5. GOVERNING RULES AND REGULATIONS**

5.1.1 Occupational Health and Safety Act and Regulations

5.1.2 Canada Labour Code

5.1.3 Workplace Safety and Insurance Act

5.1.4 Ontario Human Rights Code

5.1.5 Federal Human Rights Act

5.1.6 Accessibility for Ontarians with Disabilities Act (AODA)

5.1.7 Employees will be trained, accommodated and guided under the auspices of governing legislation, collective agreements or Terms and Conditions of Employment as may be applicable.

**6. RECORDS, FORMS AND ATTACHMENTS**

6.1.1 All documents pertaining to this policy shall be stored in the Human Resources Department.

6.1.2 Records will be retained in accordance with the record retention requirements of the Municipal Freedom of Information and Protection of Privacy Act and the City of Windsor's Records Retention Disposal By-Law 21-2013.

6.1.3 Names of relevant documents are posted on Dashboard under the applicable title, i.e. Policies and Procedures, Forms.