



Health and Safety Policies and Procedures Manual

Health & Safety Policy

Number: HKHS-1

Description: Individual Responsibilities

Revision: 29 October 2024

Scope: All Departments

Date Issued: 29 October 2024

Approval: By-Law 2002-113

Supersedes: 19 August 2016

Purpose:

To provide procedure which outlines the health and safety responsibilities of various individuals

Responsibility:

1. The Corporation of the Township of Huron-Kinloss, in its capacity as the employer, is responsible for carrying out the responsibilities and duties outlined through the delegation of these functions to individuals in the corporation.
2. All individuals in the workforce, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties as outlined.

Procedure:

General:

"Responsibility" is defined as an individual's obligation to carry out assigned duties.

Responsibility and authority can be delegated to subordinates, giving them the right to act for their supervisors.

The supervisor remains accountable for seeing that these responsibilities are carried out.

"Prescribed" refers to a section of the Occupational Health and Safety Act and Regulations for Industrial Establishments, Construction Projects, etc.

A full list of employer, supervisor, worker, owner and constructor responsibilities can be found in the Occupational Health and Safety Act [Occupational Health and Safety Act, R.S.O. 1990, c. O.1 \(ontario.ca\)](#)

1. Corporation (employer):

"employer" means a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services;

The Corporation (employer) is to ensure that:

- 1.1 the buildings, equipment, materials and protective devices as prescribed are provided, used as prescribed and maintained in good condition;
- 1.2 provide information, instruction and supervision to a worker to protect the health or safety of the worker;
- 1.3 when appointing a supervisor, appoint a competent person; "competent person" means a person who, (a) is qualified because of knowledge, training and experience to organize the work and its performance, (b) is familiar with the OHSA and the regulations that apply to the work, and (c) has knowledge of any potential or actual danger to health or safety in the workplace;
- 1.4 acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent;
- 1.5 afford assistance and co-operation to a committee in the carrying out of any of their functions;
- 1.6 only employ in or about a workplace a person over such age as may be prescribed; and not knowingly permit a person who is under such age as may be prescribed to be in or about a workplace;
- 1.7 take every precaution reasonable in the circumstances for the protection of a worker;
- 1.8 provide to the committee the results of a report respecting occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety; and advise workers of the results of a report
- 1.9 establish and maintain an occupational health service for workers as prescribed;
- 1.10 keep and maintain accurate records of any worker exposure, handling, storage, use and disposal of biological, chemical or physical agents as prescribed;

Examples could include:

Provide a copy of the OSHA in each workplace

Review and provide a copy of the health & safety policy annually and post in the workplace

Establish and maintain a written health and safety program, with objectives and standards consistent with applicable legislation as a minimum.

Ensure appropriate control measures are in place for the protection of all workers

Educate and train workers on all tasks

Comply with all health & safety laws/ regulations

Provide safe equipment and protective devices and ensure inspections and repairs are completed as required

2. Supervisors:

"supervisor" means a person who has charge of a workplace or authority over a worker;

The health and safety responsibilities of a Supervisor include the following:

A supervisor shall ensure that a worker,

- 2.1 works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and
- 2.2 uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn.
- 2.3 advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
- 2.4 where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and
- 2.5 take every precaution reasonable in the circumstances for the protection of a worker.

Examples could include:

Ensure that the working environment is maintained in a healthy and safety condition.

Provide ongoing safety education, including but not restricted to WHMIS and First Aid.

Ensure that personal protective equipment, where required, is provided and used.

Investigate and report incidents and injuries to appropriate authority.

Be familiar with the applicable requirements of the Occupational Health and Safety Act and the Regulations, and ensure compliance.

Understand and enforce the Health and Safety Policies and Procedures of the Township of Huron-Kinloss.

Ensure that workers receive proper training and instructions prior to the commencement of work.

Identify and inform superiors of occupational health and safety concerns.

3. Workers and Contract Workers:

“worker” means any of the following:

- A person who performs work or supplies services for monetary compensation.
- A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
- A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, career college or other post-secondary institution.
- Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation

The health and safety responsibilities of workers are to:

A worker shall,

- 3.1 work in compliance with the provisions of this Act and the regulations;
- 3.2 use or wear the equipment, protective devices or clothing that the worker’s employer requires to be used or worn;
- 3.3 report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
- 3.4 report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.

No worker shall,

- 3.5 remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
- 3.6 use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or
- 3.7 engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

Examples could include:

Learn, understand and practice standard operating procedures

Be familiar with and comply with the Occupational Health and Safety Act, and Regulations and the Township of Huron-Kinloss' Health and Safety Policies and Procedures.

Report unsafe acts or conditions to their supervisor or health and safety committee or health and safety representative.

Report any injury or incident immediately to their supervisor

Report any contravention of the Occupational Health and Safety Act or Regulations to their supervisor or employer.

Employees who do not abide by the Occupational Health and Safety Act, or the Township of Huron-Kinloss' Policy and Procedure Manual will be subject to disciplinary action (see Township of Huron-Kinloss Termination Policy).

4. Contractors and Subcontractors:

The Occupational Health and Safety Act imposes a duty on the Corporation to take reasonable precautions to protect all workers including contractors and their employees and self-employed contractors.

Contractors employed by the Corporation will be responsible for taking all necessary steps to protect persons (workers, visitors, general public, etc.) and property, from any harm during the course of the contract. All work procedures and equipment will meet the requirements of the Occupational Health and Safety Act..

Contractors are classified into two groups as follows:

- Service contractors, such as snow removal services, plumbers, heating and air conditioning specialists, etc. are usually employed periodically for short-term assignments.
- Project contractors, such as construction companies, are employed to carry out a project, . May also be known as constructors. "constructor" means a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer;

The following outlines the steps necessary to minimize the Corporation's liability in the event of an injury to a contractor:

4.1 Before Awarding a Contract

Staff hiring contractors must provide contractors Appendix A Contractor Health & Safety Agreement Service and collect when complete. Staff must also ensure Appendix B Contractor Qualification Checklist is completed before any work begins. These documents will then be saved in Laserfiche.

Contractors are to show proof of current registration and proof of good standing with the Workplace Safety Insurance Board (WSIB) by providing a WSIB Independent Operator Status to the department contracting the service.

Project contractors are to provide proof of good standing with the WSIB. Alternatively, the Corporation can search for a clearance certificate on the WSIB website [Clearances \(wsib.ca\)](https://www.wsib.ca). A current copy will be saved in Laserfiche when collected.

A list of all designated substances present at a project site must be provided. Owners and constructors have a copy of the designated substance list before any binding contractor for work is executed. A list of designated substances can be found here [O. Reg. 490/09: DESIGNATED SUBSTANCES \(ontario.ca\)](https://www.ontario.ca/reg49009)

The contractor is to be advised of the work location's health and safety rules by the department contracting the service.

Upon request, the contractor will be required to provide a copy of their health and safety policy and training program to the department contracting the service.

The Corporation of the Township of Huron-Kinloss retains the right to stop the contractor's work without penalty to the Corporation if the contractor does not comply with the Occupational Health and Safety Act, the Health and Safety Policies and Procedures of the Corporation, or creates a health and safety hazard.

4.2 Before Work Begins

The department contracting the service is to advise the contractor and its workers of any special hazards, and advised of emergency procedures.

- The contractor's workers are to have all necessary personal protective equipment for the work location. Workers not in compliance are to be removed from the site until they comply.

- The contractor is to provide upon request to the Corporation's work site supervisory staff, or designate, with safety data sheets (SDS) for each chemical substance to be used on the site.
- Project contractors are to meet with the Corporation's work site supervisory staff, or designate, prior to commencement of work, to be informed about the location's specific rules and safety contacts at the location.
- Where appropriate, the contractor shall post signs at entrances into construction work areas informing visitors and the general public that access is restricted, and directing them to report to the Contractor's field office for permission to enter the area.
- Visitors and the general public are not permitted to travel unescorted in construction work areas. Where a visitor is required by a contractor or subcontractor to enter a restricted construction area, the contractor's subcontractors will be responsible for ensuring that the visitor is aware of relevant workplace safety rules, is wearing all required personal protective equipment and is escorted at all times by the contractor's appointed representative.

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4.3 During the contracted work period

Throughout the duration of the service or project if the Corporation's supervisors observe a contravention of the Occupational Health & Safety Act the Corporation's Supervisor shall discuss the contravention as soon as possible with the contractor.

Contractors awarded work that is defined as a project by Ontario Regulation 213/91 Construction Projects must comply with the regulation including weekly inspections completed by the Site Supervisor. Inspections will be sent to the Corporation's supervisors weekly.

4.4 At the Conclusion of the Contract

The contractor is to remove all chemical and hazardous products from the work site at the end of the project or contract.

5. Visitors and the General Public:

This classification includes all individuals or organizations not identified in the above classification, and is external to the Corporation's organization.

Where appropriate, signs will be posted at entrances to inform visitors and the general public about restricted access or the requirement to report to a Huron-Kinloss employee before proceeding further.

Visitors and the general public will not be allowed to wander unescorted through areas that are normally restricted to employees.

In the event that a visitor is required to enter a work area that is normally restricted to employees:

- The supervisor will be responsible for ensuring the visitor is aware of the relevant workplace safety rules and is under the supervision of a regular employee, and that visitor has signed the Visitor Log Book.
- The visitor will use any and all required personal protective equipment.



APPENDIX A - CONTRACTOR HEALTH & SAFETY AGREEMENT

INTRODUCTION

The Township of Huron-Kinloss ("Township") is committed to providing a healthy and safe environment for all employees, contractors, visitors and the general public. It is required that all contractors and subcontractors who provide services to the Township are in compliance with WSIB, have the necessary insurance requirements and are aware of our Contractor Safety policy and safety regulations.

This Contractor Health & Safety Agreement applies to all contractors, subcontractors, and their employees. The Township expects all employees and contractors to place a high priority on health and safety in all working situations.

It is not possible to address all work activities or potentially hazardous situations in a document; however, it is necessary to describe key township procedures that will be followed. The Township will provide specific safety procedures as reference documents, if applicable or requested, in order clarify our standards and procedures.

All health and safety regulations and practices used by the Township will become the minimum standard for all contractors doing work on the company's behalf. If a contractor fails to comply with these minimum requirements and any applicable legislation, it will be considered a breach of the contract, and may result in the immediate termination of the contract.

SAFETY PROCEDURES FOR CONTRACTORS

Contractors and subcontractors accepting work are required to sign off that township health and safety procedures and relevant legislation will be followed at all times. In addition, each Contractor is required to take any and all other precautions deemed necessary to safeguard employees and equipment.

The following is an overview of our health & safety procedures that all employees and contractors will comply with:

Project Coordinator Identification

When a project is being considered, the Township will identify a Project Coordinator prior to signing the contract or beginning work. The Project Coordinator will be thoroughly familiar with the nature and location of the work to be performed by contractors as well as all applicable legislation. This individual is expected to ensure the contractor provides the applicable safety documentation and will communicate any known or potential hazards to the contractor before work begins. The Project Coordinator will also be responsible for providing authorization and access to Township property.

Instructions Before Starting Work

The Contractor and Project Coordinator will meet to complete the **Appendix B - Contractor Qualification Checklist** and will discuss any logistics or safety concerns related to the project.

Responsibility Of Contractors

The Contractor will take reasonable care to ensure:

- All work performed under their control meets the applicable legal requirements
- Workers are aware of occupational health and safety hazards and are properly trained, equipped and supervised
- The security of the work site for the safety of the public
- Their employees know, understand and carry out their responsibilities under the relevant health and safety legislation and all applicable township safety procedures
- The operation of equipment will be limited to competent, accredited employees
- The employees are suitably trained and have sufficient experience to perform the work safely

Responsibility Of Employees & Workers

Every employee and worker are responsible for:

- Taking reasonable care to protect their health and safety
- Taking reasonable care to protect the health and safety of other employees and the general public at the work site
- Understanding and following all work directives and procedures required for the work assigned verbally or in writing for their own protection
- Identifying and reporting all unsafe acts, practices, conditions, and incidents
- Knowing, understanding, and applying regulations as required

Smoking

The Township complies with the Smoke Free Ontario Act in all company facilities including its vehicles. Designated smoking areas are outside of all buildings located 9 metres (30 feet) from any entrance/exit to ensure that no smoke will enter the building. Contractors are asked to respect the Smoke Free Ontario Act.

Housekeeping

A good standard of housekeeping will be maintained at all times. All material stored for site usage will follow housekeeping standards and will not interfere with normal work operations. Surplus material, packing, waste will be removed from site upon completion of work and equipment area left clean and neat. Upon completion of the project, the Contractor will leave the work area clean.

First Aid & Incident Reporting

First Aid facilities at the Township are available to contractors if required in the event of an injury. The Contractor will come equipped with a complete First Aid kit and have a First Aid certified individual at the work site. All accidents that require medical attention will be reported to the employee's Supervisor and the Project Coordinator at the Township and will be investigated.

Each contractor/employee will control and report any unsafe conditions or practices that are observed. All such conditions or practices will be reported to the Supervisor or the Project Coordinator at the Township.

Fire & Emergency Preparedness

The Contractor will provide adequate fire extinguishers, in good working order, and properly filled. Where there is potential of a dangerous occurrence and before starting work, the contractor will develop emergency response and evacuation procedures and have them approved by the Project Coordinator. Alternatively, the Contractor may review applicable Township emergency response procedures with the Project Coordinator.

In the event of an emergency, the Contractor will take reasonable care to:

- Ensure that all persons on site are protected from further dangers
- Stop all work as required
- Secure the site
- Evacuate all affected personnel from the area
- Initiate mechanical shutdown under direction of a qualified individual (when applicable)
- Report accidents to the Township local emergency authorities immediately (when applicable)

Personal Protective Equipment

Personal Protective Equipment (PPE) is the last line of defense for controlling occupational hazards. The Contractor will take reasonable care to ensure that at all applicable work sites employees wear protective equipment and clothing where necessary or, as legislation requires. Only PPE that is approved by an appropriate safety association will be worn.

Confined Spaces

The Contractor will notify the Township of any work being performed in confined spaces. Proper guarding, testing and ventilation of such spaces will be the responsibility of the Contractor. A safety harness, with a lifeline attached or other appropriate safety devices will be worn by contractor employees working in confined spaces or in any area where it would be difficult to remove an employee in case of an emergency. A confined space rescue plan must be

documented. A confined space entry permit will be completed before going into any confined space.

Ladders & Working At Heights

Ladders will be in good condition and equipped with safety feet. All ladders over twenty feet in length will be securely tied at the top or held by an attendant below. Ladders are not to be placed in a doorway or aisle unless someone is stationed at the bottom. The top rung of the ladder is not a step. All extension ladders will be securely tied off to a fixed object.

Workers working over 3 metres will use fall protection equipment as per their training.

Mobile Lifting Equipment

Contractors will not use the Township's mobile elevated work platform equipment without prior approval.

No person other than the operator will ride on mobile equipment unless it has been designed for that purpose. Contractors will take reasonable care to ensure that operators are trained and qualified for the use. A logbook will be maintained for each unit regarding inspections, maintenance, and repair. Equipment operators will have clear visibility in the direction of movement and will be in complete control of the equipment at all times.

Excavations

Before performing ANY excavations or driving of stakes, locates are required in all instances for any underground utilities including, but not limited to telephone, natural gas, hydro, cable, sewer and water. All excavating will be done only with the expressed permission of the Township. Extreme precautions will be taken to avoid fouling or striking underground cables or other installations.

All open pits, trenches, and other excavations will be barricaded. A barricade will be installed around the excavation area before work begins and wherever practical, work should be conducted out of the side, leaving three sides guarded.

All excavations must be adequately braced and shored. Any failure of banks is the exclusive responsibility of the Contractor.

Roadside Safety

Each and every time a Contractor steps out of a vehicle to complete work on behalf of the Township on the side of the road, the Contractor will wear a High-Visibility Vest or Similar Clothing; and a Hard Hat. Reflective clothing will be worn during all instances of traffic control,

and at any time where visibility of the workers is compromised, such as working with or near machinery, night-time work, inclement weather conditions and working on or near roadways.

Contractors are required to follow the Ontario Traffic Manual - Book 7 guidelines when setting up their work area roadside.

Work Schedules

The Contractor and Project Coordinator will collaborate to determine a work schedule that is best for both parties and will adhere to work safety legislation with regards to fatigue.

Hazardous Materials

The Township will approve hazardous products used by contractors on a work site. The Contractor will take reasonable care to ensure that:

- Safety Data Sheets (SDS) will be current for all hazardous products used and readily accessible for employees.
- Storage of hazardous materials complies with Ontario provincial regulations.
- Disposal of hazardous waste from the work site will comply with township procedures and provincial regulations.
- Employees will use appropriate signs to mark the area where hazardous products have been used.
- Employees will be trained on the proper personal protective equipment and proper handling of the hazardous products.
- Spills will be reported to the Township as well as required by Ontario regulations. Cleanup will be the responsibility of the Contractor.

Inspections

- When work is defined as a project per Ontario Regulation 213/91 Construction Projects Contractor supervisors will complete and submit to Huron-Kinloss staff a weekly inspection.

Please Complete Contractor Health & Safety Agreement on Next Page.

**TOWNSHIP OF HURON-KINLOSS
CONTRACTOR HEALTH & SAFETY AGREEMENT**

It is acknowledged, on behalf of the Contractor company named below, that it is the Contractor's responsibility to ensure that employees and other workers assigned to the project are aware and understand the safety procedures that need to be followed when completing a project for the Township of Huron-Kinloss.

On behalf of the Contractor, the undersigned representative has reviewed and read the *Appendix A - Contractor Health & Safety Agreement* prior to commencing work. I understand that any violation of the regulations is sufficient justification for terminating the contract and may attract additional liabilities for the Contractor.

If not already provided to the Township, please attach a copy of your Liability Insurance Certificate which indicates coverage required by the Contract, and if the Contract does not specify coverage amounts then in an amount of no less than \$5 000 000.

Contractor Company Name - Please Print

Date _____

Contractor Representative - Please Print

Township of Huron-Kinloss Project
Coordinator - Please Print

Contractor Representative Signature

Township of Huron-Kinloss Project
Coordinator - Signature

WSIB INFORMATION:

Account Number

Firm Number

Please Return Signed Agreement and attachments **by email** to the following address:

Email: [REDACTED]@huronkinloss.com



APPENDIX B - CONTRACTOR QUALIFICATION CHECKLIST

| | |
|---|--|
| Contractor: | Contractor Contact Information: |
| | Phone: |
| | Email: |
| Huron-Kinloss Project Coordinator: | Date: |
| Brief Description of Project: | |
| | |

The Project Coordinator and the Contractor will discuss the items on the Contractor Qualification Checklist and sign-off before the project is started.

| Requirements | YES | NO | Notes |
|--|-----|----|-------|
| Received WSIB Clearance Certificate No More than 90 Days Old | | | |
| Received Liability Insurance Certificate | | | |
| Signed Contractor Health & Safety Agreement | | | |
| Discussed Training Standards for the Job and Contract Employees meet Requirements | | | |
| Contractor has SDS on site for any WHMIS Controlled Products | | | |
| Discussion of Known Hazards in the Work Area | | | |
| Communicate Emergency Procedures | | | |
| Discuss Reporting Process for Workplace Incidents and Accidents | | | |
| Identify Personal Protective Equipment Requirements | | | |
| Was a pre job meeting completed? | | | |
| Will the contractor be subcontracting any of the work ? | | | |

Huron-Kinloss Project Coordinator Signature: _____

Contractor Representative Signature: _____

Date: _____

Once this document is completed, please file appropriately in Laserfiche