



AB50

## OCCUPATIONAL HEALTH AND SAFETY

AB50

Effective Date: 12 December 2012  
Revised Date: **NEW**  
Last Reviewed Date: 04 October 2014

### POLICY

1. Every person who is employed by the Delta Police Board (“Board”) has the right to a job which is safe to do when performed properly.
2. Every person who is employed by the Board has a duty to work safely and to promote safe working conditions, safe work procedures and positive attitudes toward accident prevention.
3. The Delta Police Department (“Department”) will comply with the requirements of the *Workers’ Compensation Act* and will establish an Occupational Health and Safety Committee in accordance with the statute.

### REASON FOR POLICY

4. To comply with all applicable authority governing workplace safety for Department employees.
5. To provide a safe workplace for all employees and volunteers.

### PROCEDURES

#### Injury - On-Duty

6. If a member or police staff injures themselves while on-duty, they shall immediately notify their supervisor or the Duty NCO. An Accident Report Form will be submitted to the Administration Branch. If the injury is of such severity that the member is prevented from submitting the accident report, the Duty NCO or immediate supervisor will submit the report.
7. WorkSafeBC requires a report be submitted for all on-duty injuries. Employees will comply with the requirements of completing these forms, pursuant to the various regulations set by WorkSafeBC. All reports and forms will be forwarded by the Administration Branch.



### **Long Term Disability**

8. Long term disability insurance is subject to the conditions set forth in the collective agreement or the conditions of the agreement with the provider.

### **Workers' Compensation**

9. Injuries occurring under normal working circumstances are covered under the current collective agreement and through WorkSafeBC. Employees participating in a sport as a Department representative, as authorized by the Chief Constable, who are injured and unable to work, may submit a WorkSafeBC claim. WorkSafeBC has the jurisdiction to either accept or refuse the claim. Employees participating in community sports while off-duty would not be considered for WorkSafeBC benefits.
10. Under the *Workers' Compensation Act*, the employer is responsible for safety in the workplace and the Board is absolutely committed to this mandate. Notwithstanding the Board's responsibilities, it is impossible for the Board to achieve this alone and, therefore, must delegate to Managers and to Supervisors and to each and every employee and volunteer.
11. It is the responsibility of every individual within the Delta Police Department ("Department") to maintain the standards which are required to meet the philosophy. These standards shall apply to the condition of buildings and equipment, endorsement of accident prevention objectives and to ensuring all employees have a clear perception of what is expected of them in accident prevention performance.
12. It is the responsibility of every Supervisor in the Department to ensure that each and every subordinate is properly trained and enabled to do his or her job safely. Every Supervisor shall enforce the observation of all regulations and proper work procedures and correct any failure to comply with safe working.
13. It is the responsibility of every employee to know how to work safely. Employees are required to know all regulations applicable to them and to observe them. Employees are expected to report unsafe conditions and point out unsafe behaviour.

### **Occupational Health and Safety Committee**



14. The Occupational Health and Safety Committee shall, as minimum, consist of one member representing CUPE Local 454, one member of the Delta Police Association, and one member representing the Department Management Team. At each meeting there shall be representation from all stakeholders.
15. One alternate shall be named by CUPE Local 454, Delta Police Association and the Department.
16. All decisions of the Committee shall be by majority vote on any issue. Majority shall mean a simple majority of those present.
17. If the Committee fails to reach a majority decision on an issue, either the union members on the Committee and/or the Management Team member on the Committee may place the issue before an arbitrator.
18. The Occupational Health and Safety Committee Executive shall be comprised of two co-chairpersons, one selected by the Management representatives and one from the Union representatives. A recording secretary will be provided by the Department or by CUPE.
19. The Secretary shall record the proceedings of the Committee in a form acceptable to the WorkSafeBC; shall forward the minutes promptly to the employer, who shall make copies available for CUPE Local 454, Police Association, Committee members and all bulletin boards. The Secretary shall receive all correspondence and shall provide sufficient copies of the correspondence to the Committee members at each meeting and forward copies of the said correspondence to CUPE Local 454 and Police.
20. The Occupational Health and Safety Committee shall:
  - a) inspect all work areas on a regular basis, and a complete inspection of the HQ and PSB buildings annually;
  - b) appoint one Union member and one Management member to participate in such inspections, who shall report to the Committee as a whole the findings of the inspections;
  - c) hold monthly meetings to deal with the Occupational Health and Safety of the work place;
  - d) bring to the attention of workers and supervisors any deficiency or unsafe condition which may lead to an accident;



- e) ensure that all employees are instructed in the proper use of equipment and work procedures;
  - f) ensure that all conditions which result in time loss or potential time loss are investigated and formal recommendations made. The said investigations shall be conducted in accordance with Section 6.04(2) of the Industrial Health and Safety Regulations, which state: "accident investigations shall be carried out by persons knowledgeable of the type of work involved. Where feasible, investigations shall include the participation of one worker representative and one employer representative". For the purposes of this regulation, the worker representative shall be a union member of the committee and the employer representative shall be designated by management;
  - g) on all matters requiring an expenditure of municipal funds, the committee shall report and recommend action directly to the appropriate Manager;
  - h) refer matters not resolved at the Manager or Inspector level to the Chief Constable;
  - i) refer matters not resolved at the Chief Constable's level to the Board;
  - j) assist in enforcing the rules and regulations of the Board and the WorkSafeBC relative to safety; and
  - k) develop as necessary any additional rules or regulations to supplement WorkSafeBC regulations to improve the working conditions relative to Occupational Health and Safety.
21. The employer shall pay for the time loss during working hours for committee members:
- a) to attend Occupational Health and Safety Committee meetings;
  - b) to inspect work sites;
  - c) to investigate any accidents or violations of safety regulations; and



- d) when they are required to perform duties upon the recommendations of the Occupational Health and Safety Committee and approval by the Chief Constable.