

KINGSTON POLICE SERVICES BOARD OCCUPATIONAL HEALTH AND SAFETY POLICY

1. INTRODUCTION

1. The Kingston Police Services Board is committed to assuring the safety and protecting the health of its employees.

2. The Chief of Police is responsible for ensuring, to the extent that can reasonably be expected given the nature of police work and the resources and technology available, that:

- (a) all employees familiarize themselves with the *Occupational Health and Safety Act* respecting their responsibilities under the Act and those of the Joint Health and Safety Committee, the employer, supervisors, and workers;
- (b) all operations are conducted in as safe and healthy a manner as reasonably possible to prevent injury or illness to workers;
- (c) every precaution reasonable in the circumstances is taken for the protection of workers, including protection from workplace violence;
- (d) a positive environment is maintained within the workplace, one which is free of discrimination and harassment for all workers;
- (e) the elimination of hazards to workers and property is an important consideration when planning any work activity; and
- (a) all practical steps are taken to ensure that the work environment and work procedures comply with federal and provincial legislation and municipal by-laws pertaining to the health and safety of workers.

3. Employees also have a personal responsibility to preserve their health and work safely in accordance with Board practices and the *Occupational Health and Safety Act*.

4. This policy supersedes that passed by the Kingston Police Services Board on November 16, 2006, by Resolution No. 06-68.

2. PRINCIPLES

1. The Board is committed to ensuring that all employees and levels of management adhere to the principles of occupational health and safety, including that:

- (a) every worker has the right to work in a healthy and safe environment;
- (b) workers are encouraged to be actively involved in maintaining a healthy and safe environment;
- (c) cooperation between the employer and workers is desirable in developing and maintaining healthy and safe workplaces;
- (d) the prevention of accidents, injury, and occupational illness should be an integral part of every job activity; and

- (e) everyone in the workplace has a role in ensuring the effectiveness of the health and safety program.

3. POLICY

1. In accordance with the *Occupational Health and Safety Act*:

- (a) the workplace health and safety policy, the workplace violence policy, and the workplace harassment policy must be posted in a conspicuous location in the Kingston Police headquarters building;
- (b) all reasonable precautions for the prevention of accidents and the protection of workers, as well as the promotion of the safety and health of all workers, must be made in compliance with the Act and other relevant legislation that sets out minimum requirements for ensuring workers' health and safety, with any need to supplement these minimum requirements determined in light of specific workplace situations; and
- (c) managers, supervisors, and workers must receive information and training on safe work practices and their duties and responsibilities under applicable legislation.

2. Accordingly, the Chief of Police shall:

- (a) provide as safe and healthy a working environment as can reasonably be expected, given the nature of police work and the resources and technology available;
- (b) take every precaution reasonable in the circumstances for the protection of workers;
- (c) ensure that all workers understand their responsibilities regarding occupational health and safety;
- (d) develop methodology to heighten worker awareness of known safety hazards and to maintain job skills and knowledge;
- (e) develop and maintain open communication in the service to encourage worker participation in any safety training or programs as provided;
- (f) involve all workers in safety through an effective Joint Health and Safety Committee accessible to all members;
- (g) ensure compliance with applicable federal, provincial, and municipal legislation and the *Occupational Health and Safety Act*;

Note: All outside contractors will be required to comply with safety regulations when working on any police service project or property.

- (h) ensure that health and safety policy, program, and operating procedures for the force are developed pursuant to the requirements of the *Occupational Health and Safety Act*, maintained, followed, reviewed, and kept current;

- (i) ensure that policy, program, and operating procedures for the force with respect to workplace violence are developed pursuant to the requirements of the *Occupational Health and Safety Act*; maintained; followed; reviewed at least annually; and kept current. The program to implement the workplace violence policy shall include but not be limited to:
 - (i) measures and procedures to control the risks identified in the assessment required under section 32.0.3(1) of the *Occupational Health and Safety Act* as likely to expose a worker to physical injury;
 - (ii) measures and procedures for summoning immediate assistance when workplace violence occurs or is likely to occur;
 - (iii) measures and procedures for workers to report incidents of workplace violence to the employer or supervisor;
 - (iv) how incidents and complaints of workplace violence will be investigated and addressed; and
 - (v) any prescribed elements pursuant to the *Occupational Health and Safety Act* or other related legislation;
- (j) ensure that policy, program, and operating procedures for the force with respect to workplace harassment are developed pursuant to the requirements of the *Occupational Health and Safety Act*; maintained; followed; reviewed at least annually; and kept current. The program to implement the workplace harassment policy shall include but not be limited to:
 - (i) measures and procedures for workers to report incidents of workplace harassment to the employer or supervisor;
 - (ii) how incidents and complaints of workplace harassment will be investigated and addressed; and
 - (iii) any prescribed elements pursuant to the *Occupational Health and Safety Act* or other related legislation;
- (k) ensure that the workplace health and safety policy, the workplace violence policy, and the workplace harassment policy are posted in a conspicuous location in the workplace;
- (l) designate a Workplace Coordinator with respect to workplace violence and workplace harassment; and
- (m) make the Joint Health and Safety Committee aware of imparted safety reports, audits, hazards, or workplace violence risk assessments.

ADOPTED AND PASSED by the Kingston Police Services Board this 17th day of June, 2010, by Resolution No. 10-47.

Chair

Secretary