**COMMUNITY COUNCIL**Safety and Health Policy

The community council is committed to providing a safe and healthy work environment and a strong safety and health program that protects its employees, its property and the public from incidents. Our community council recognizes the right of employees to work in a safe and healthy work environment. We are also committed to work in a spirit of consultation and cooperation with our employees.

The community council accepts the responsibility for leadership of the safety and health program and is committed to measure its ongoing effectiveness and make any improvements required to ensure safe working conditions.

The community council is responsible for developing safe behavior in themselves and providing that example for those they employ. It is the community council’s responsibility to ensure all operations are performed with the utmost regard for safety and health of everyone involved.

The community council employees are responsible for and accountable for the implementation of safety and health initiatives. The community council expects employees to cooperate with all aspects of the safety and health program and to comply with all rules and regulations while continually practicing safety while performing their duties.

The employees of council have the following four rights:

1. the right to participate in the safety and health program
2. the right to know the hazards associated with the work they do
3. the right to refuse unsafe work, and;
4. the right to protection from discrimination (the right not to be disciplined for exercising any other of the three rights)

The community council expects complete and active participation by everyone, every day, in every job for the safety and health excellence of our community.

Community council encourages all employees to participate in the safety and health program. Community council will ensure proper equipment, tools and training are provided.

An injury and incident-free community is our goal. Through continuous safety and health efforts, we can accomplish this.

*The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.*

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Management Date

Roles and Responsibilities

The statement of responsibilities outlines responsibilities of Manitoba Indigenous Reconciliation and Northern Relations (the department), the community council and community employees.

For the purpose of this policy, the following defines the relationship between the department and the community council.

As most communities are not incorporated, the department is considered the owner. Subsequently, the department is ultimately responsible for ensuring every practicable resource is made available to the community councils to ensure the requirements of The Workplace Safety and Health Act and related regulations are met at the community level.

**Department:**

* is legally, considered the owner of the land and the infrastructure in unincorporated communities and so far, as reasonably practicable will provide and maintain workplaces that do not create a safety or health risk
* is committed to the safety of community councils and community employees in the workplace
* will not knowingly, so far as reasonably practicable, permit unsafe working conditions or unsafe working practices to exist in communities
* is committed to a continuous improvement process that will result in a safer working environment for all
* is committed to the compliance of all requirements under The Workplace Safety and Health Act
* will assist councils to ensure appropriate disciplinary measures are taken for non compliance of safety requirements

**Community council shall:**

* provide a safe and healthy work environment
* ensure legal safety requirements are met
* establish a safety and health program
* ensure all managers and supervisors are trained and held accountable for fulfilling their safety and health requirements
* ensure all employees have the information, training, certification, supervision and experience to do their job safely
* ensure unsafe conditions are corrected
* investigate all incidents and report injuries to the Workers Compensation Board and Workplace Safety and Health Branch, where applicable
* ensure policies, practices and procedures are reviewed annually
* be involved in safety committee meetings and ensure all employees have the ability and opportunity to be involved in these meetings

**Employee supervisors shall:**

* promote safety within the workforce
* take all precautions necessary to protect the safety and health of the workers under their supervision
* ensure safe work procedures are understood by all workers
* advise workers of all known or reasonably foreseeable risks to safety and health in the area where the worker is involved
* correct unsafe practices and unsafe conditions
* investigate work sites for hazards
* investigate all incidents
* ensure proper maintenance of equipment
* comply with legislation
* set a good example

**Community employees shall:**

* follow safe work procedures
* use all safety equipment provide correctly
* report and correct unsafe acts and conditions
* report any injury
* comply with rules and legislation
* make suggestions for improvement
* set a good example

**Safety and health representatives shall:**

* be responsible for the daily administration of the program on site
* post all safety and health bulletins, posters, rules and applicable legislation
* assist project supervisors to investigate incidents and to prepare incident reports
* ensure pertinent reports are submitted as required
* prepare written descriptions of identified unsafe conditions and the steps taken to correct these conditions
* maintain a list of safety and health equipment purchased
* file a copy of equipment inspection reports and establish an inspection schedule
* file a copy of inspection checklists and ensure corrective action has been taken whenever deficiencies are identified
* assist with safety and health seminars or training
* maintain a current knowledge of safety and health literature, legislation and codes of practice
* review incident reports to stay informed about project and safety and health performance

**First aid personnel shall:**

* administer first aid as required
* maintain a first aid log
* order all first aid supplies and equipment
* coordinate the transportation of injured workers to a physician’s office or hospital
* assist the safety and health representatives when necessary
* provide health education materials and/or instruction to all onsite workers as required