

# DECISION/DIRECTION NOTE

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**Title:** Occupational Health and Safety Program Manual

**Date Prepared:** December 21, 2020

**Report To:** Committee of the Whole

**Councillor and Role:** Councillor Dave Lane, Finance & Administration

**Ward:** N/A

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**Decision/Direction Required:**

Seeking approval of the attached Occupational Health and Safety Program manual and that Emergency and Safety Services division implement a mandatory awareness program for City of St. John's managers and supervisors.

**Discussion – Background and Current Status:**

The City of St. John's continues to strengthen its safety culture and as part of this continuous development, the Occupational Health and Safety(OHS) Manual has been updated to reflect changes in provincial legislation and organizational changes within the City.

The OHS Manual includes information about health and safety legislation, standards of conduct and associated safety protocols. Health and safety is everyone's responsibility. Furthermore, managers and supervisors are responsible for the health and safety of employees under their supervision. This includes development, implementation and monitoring of all aspects of the OHS program. This manual is intended to be the guide for all staff to apply the elements of our OHS program.

In January 2020, Occupational Health and Safety transitioned to the Emergency Safety Services Division, which encompasses emergency and continuity management, corporate security and occupational health and safety. This move has provided more synergy and focus to the continued development of a culture of safety at the City.

To ensure that all managers and supervisors understand their roles and responsibilities in the OHS Program, the Emergency and Safety Services Division will be providing mandatory awareness sessions to managers/supervisors on the OHS Manual.

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**Key Considerations/Implications:**

1. Budget/Financial Implications:

- Implementation of the OHS Manual will be achieved with existing program resources. Failure to comply with provincial legislation may result in charges and/or fines being levied against the City, its staff and contractors.

2. Partners or Other Stakeholders:

- City of St. John's Mayor/Council, staff and bargaining units
- Those contractors/vendors completing work on behalf of the City
- Workplace NL
- Digital Government and Service NL – OHS Division

3. Alignment with Strategic Directions/Adopted Plans:

- An Effective City

4. Legal or Policy Implications:

- NL Occupational Health and Safety Act and Regulations
- City of St. John's OHS policy(s)

5. Privacy Implications:

N/A

6. Engagement and Communications Considerations:

- An important aspect of a functioning OHS Program is to ensure practices are in place to provide communication and awareness on identified hazards and safety roles and responsibilities. Emergency and Safety Services will work with the City's Marketing and Communications Division to utilize the tools available and their expertise to bring awareness and education to staff.

7. Human Resource Implications:

- Implementation of the OHS Manual will be achieved with existing staff. Collaboration between Human Resources and Emergency and Safety Services is important for policy development, staffing and implementation of Provincial legislation.

8. Procurement Implications:

N/A

9. Information Technology Implications:

N/A

10. Other Implications:

Occupational Health and Safety is everyones responsibility and as such this manual will be made accesible to all staff in both electronic and printed form.

**Recommendation:**

That Council approve the attached Occupational Health and Safety Program manual and that Emergency and Safety Services division implement a mandatory awareness program for City of St. John's managers and supervisors.

**Prepared by:** David Day, Manager-Emergency and Safety Services

**Approved by:** Derek Coffey, Deputy City Manager-Finance and Administration