

**Report To:** Human Resources Committee, Board of Health  
**Submitted by:** Elizabeth Bowden, (Interim) Director, Human Resources and Corporate Services  
**Subject:** OCCUPATIONAL HEALTH & SAFETY AND EMERGENCY PREPAREDNESS POLICIES AND PROCEDURES

---

**RECOMMENDATION(S):**

- (a) That the Human Resources Committee makes recommendation to the Board of Health to accept the Occupational Health & Safety Policy, CA.45.01.300 attached Appendix 1.
- (b) That the Human Resources Committee makes recommendation to the Board of Health to accept the Occupational Health & Safety Procedure, CA.45.02.300 attached Appendix 2.
- (c) That the Human Resources Committee makes recommendation to the Board of Health to accept the Emergency Preparedness Policy, CA.45.01.301 attached Appendix 3.
- (d) That the Human Resources Committee makes recommendation to the Board of Health to accept the Emergency Preparedness Procedure, CA.45.02.301 attached Appendix 4.

**BACKGROUND:**

The Wellington-Dufferin-Guelph Board of Health (Board) recognizes its obligations to ensure the provision of a safe and healthy workplace for all employees. The requirements for such obligations are outlined in the *Ontario Occupational Health & Safety Act* and related Regulations. The requirements of the Board are to ensure the provision of adequate resources and funding are available and effectively administered for the protection employee safety and wellness. This policy and procedure outline the reporting back to the Board the overall program summary, success and continued areas of enhancement in fulfilment of these obligations.

The Board also has specific responsibilities as outlined in the Ontario Public Health Standards to ensure a consistent and effective response to both internal and external emergencies including those with public health significance. In this regard the Board has duties to ensure the stewardship of the emergency response capability of the agency exists, is fully operational and staff are effectively trained in their defined responsibilities. This policy and procedure outline the reporting back to the Board the overall program summary, success and continued areas of enhancement in fulfilment of these obligations.

**WDGPH STRATEGIC COMMITMENT**

**Organizational Capacity** – We will improve our capacity to effectively deliver public health programs and services.

Goal: We will promote and support the psychological health of staff.

**Building Health Community** – We will work with communities to support the health and well-being of everyone.

Goal: We will promote healthy environments (as defined) that support physical and mental health and well-being.

## **PUBLIC HEALTH AND/OR FINANCIAL IMPLICATIONS:**

Ensuring a safe and productive workplace for employees, while ensuring compliance with required legislation reducing organizational risk and financial implication of increased costs in the event of accident or illness.

### **The Ontario Public Health Standards requires that boards of health:**

Able to ensure a consistent and effective response to public health emergencies and emergencies with public health impacts<sup>1</sup>.

Ensure an effective emergency preparedness plan and program are in place and effectively resourced to respond to both internal and community based emergency as required by Ontario Public Health Standards and in alignment with our strategic directions.

## **APPENDICES**

Appendix A – CA.45.01.300 Occupational Health and Safety (policy)

Appendix B – CA.45.02.300 Occupational Health and Safety (procedure)

Appendix C – CA.45.01.301 Emergency Preparedness (policy)

Appendix D – CA.45.02.301 Emergency Preparedness (procedure)

## **REFERENCES**

1. Ontario. Ministry of Health and Long-Term Care. Ontario public health standards-emergency preparedness standard. Toronto, ON: Queen's Printer for Ontario; 2008 [revised 2015 Oct; cited 2014 May 1]. Available from: [http://www.health.gov.on.ca/en/pro/programs/publichealth/oph\\_standards/docs/ophs\\_2008.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/oph_standards/docs/ophs_2008.pdf) [PDF].

---

Prepared by:  
Elizabeth Bowden,  
(Interim) Director, Human  
Resources and Corporate  
Services

---

Reviewed by:  
Elizabeth Bowden,  
(Interim) Director, Human  
Resources and Corporate  
Services

---

Approved by:  
Dr. Nicola Mercer,  
Medical Officer of Health &  
CEO

## POLICY

CATEGORY:	Board of Health	NUMBER:	CA.45.01.300
SUBJECT:	<b>Occupational Health and Safety</b>	EFFECTIVE:	September 7, 2016
DIVISION:	N/A	PAGE(S):	1 of 1
REPLACES:	N/A		

**POLICY STATEMENT:**

The Board of Health (BOH) for Wellington-Dufferin-Guelph Public Health (WDGPH) is committed to ensuring appropriate resources are available and effectively administered to ensure the health, safety and wellness of employees, and the prevention of occupational injuries and disease in support of a safe and healthy workplace.

Specifically, the BOH will ensure compliance with the measures and procedures prescribed by the *Occupational Health and Safety Act* and its regulations and other relevant legislation concerning health and safety are complied with.

**SCOPE:**

This policy applies to all WDGPH workplace parties (employees, volunteers, students, contractors, constructors, self-employed persons, and suppliers) who shall share with the BOH a responsibility to cooperate in protecting the health and safety of themselves and other persons at workplaces by working in compliance with the law, established health and safety work practices and procedures, and with the Workplace Health and Safety Committee.

**REFERENCES AND RELATED FORMS, POLICIES AND PROCEDURES:**

**Corresponding Procedure:** CA.45.02.300 *Occupational Health and Safety*

CA.51.01.112 *Procurement*

*Occupational Health and Safety Act*

**Contact for inquiries:** Chair of the Board of Health

Original document signed by: Chair of the Board of Health \_\_\_\_\_

Dates Revised:

Dates Reviewed:

## PROCEDURE

CATEGORY:	Board of Health	NUMBER:	CA.45.02.300
SUBJECT:	<b>Occupational Health and Safety</b>	EFFECTIVE:	September 7, 2016
DIVISION:	N/A	PAGE(S):	1 of 1
REPLACES:	N/A		

**PROCEDURE:**

This procedure will address the requirements prescribed by the Ontario *Occupational Health and Safety Act* (OHSa) and its regulations and other relevant legislation and internal policies and procedures concerning health and safety within Wellington-Dufferin-Guelph Public Health (WDGPH).

The Board of Health (BOH) for WDGPH shall ensure the Medical Officer of Health/CEO (MOH) has confirmed the development and implementation of an Occupational Health and Safety Program for WDGPH.

This program shall include, but is not limited to:

- The obligations under the OHSa are fulfilled within the internal responsibility system (IRS);
- The proactive identification of hazards and risk with appropriate controls are included;
- Working towards an enhanced IRS through a demonstrated proactive safety culture; and
- Confirmation that whenever an employee does not work in accordance with the Occupational Health and Safety requirements, corrective action is taken.

A report will be provided to the BOH each year. The report will provide an overview of the work completed to meet the requirements of the OHSa and its regulations and other relevant legislation and internal policies and procedures.

**RESPONSIBILITY:****BOH Members will:**

- Review information regarding the administration of Occupational Health and Safety programs that provide them confidence that effective programs and controls are in place and are compliant.

**MOH/CEO and Senior Management will:**

- Provide reports to the BOH as outlined in policy and/or procedure to enable the BOH to fulfill its stewardship function; and
- Modify programs and controls accordingly based on feedback from the BOH to enhance effectiveness and/or safety.

**REFERENCES AND RELATED FORMS, POLICIES AND PROCEDURES:**

**Corresponding Policy:** CA.45.01.300 *Occupational Health and Safety*

CA.51.02.112 *Procurement*

*Occupational Health and Safety Act*

**Contact for inquiries:** Director, Administrative Services

Original document signed by: Chair of the Board of Health \_\_\_\_\_

Dates Revised:

Dates Reviewed:

## POLICY

CATEGORY:	Board of Health	NUMBER:	CA.45.01.301
SUBJECT:	<b>Emergency Preparedness</b>	EFFECTIVE:	September 7, 2016
DIVISION:	N/A	PAGE(S):	1 of 1
REPLACES:	N/A		

**POLICY STATEMENT:**

The Board of Health (BOH) for Wellington-Dufferin-Guelph Public Health (WDGPH) shall ensure a consistent and effective response to both internal and external emergencies including those with public health significance.

Specifically, the BOH will ensure compliance with the Ontario Public Health Standards and Public Health Emergency Preparedness Protocol providing stewardship to ensure the following areas are effectively managed:

- Maintenance of current and relevant mechanisms to support the continuation and restoration of time-critical services in the event of disruption; and
- The existence of an effective emergency response capability with clearly defined responsibilities in an emergency.

**SCOPE:**

This policy applies to all WDGPH employees responsible for aspects of the Emergency Preparedness program.

**REFERENCES AND RELATED FORMS, POLICIES AND PROCEDURES:**

**Corresponding Procedure:** CA.45.02.301 *Emergency Preparedness*

Ontario Public Health Standards

Public Health Emergency Preparedness Protocol

**Contact for inquiries:** Chair of the Board of Health

*Original document signed by:* Chair of the Board of Health \_\_\_\_\_

Dates Revised:

Dates Reviewed:

## PROCEDURE

CATEGORY:	Board of Health	NUMBER:	CA.45.02.301
SUBJECT:	<b>Emergency Preparedness</b>	EFFECTIVE:	September 7, 2016
DIVISION:	N/A	PAGE(S):	1 of 1
REPLACES:	N/A		

**PROCEDURE:**

This procedure will address the following goals/objectives in the Ontario Public Health Standards (OPHS):

- Emergency Preparedness.

The Board of Health (BOH) for Wellington-Dufferin-Guelph Public Health (WDGPH) shall ensure the Medical Officer of Health/CEO has confirmed the development and implementation of an Emergency Preparedness program for WDGPH.

This program shall include but is not limited to:

- Confirmation that an incident utilizing in whole or in part, the continuity of operations plan, emergency response plan, and 24/7 notification procedures;
- Confirmation of the provision of emergency preparedness and response education and training for WDGPH staff; and
- Lessons learned from post-incident debrief session with action plans for improvement.

A report will be provided to the BOH each year. The report will provide an overview of the work completed to meet the Emergency Preparedness requirements of the OPHS.

**RESPONSIBILITY:****BOH Members will:**

- Review information regarding the administration of the Agency’s emergency preparedness program to ensure that programs and functions are compliant and meeting the OPHS.

**MOH/CEO and Senior Staff will:**

- Provide reports to the BOH as outlined in policy and/or procedure to enable the BOH to fulfill its stewardship function; and
- Modify programs and services accordingly based on feedback from the BOH to enhance effectiveness and/or efficiency.

**REFERENCES AND RELATED FORMS, POLICIES AND PROCEDURES:****Corresponding Policy: CA.45.01.301 *Emergency Preparedness***

Ontario Public Health Standards and Protocols

**Contact for inquiries:** Director, Administrative Services

Original document signed by: Chair of the Board of Health \_\_\_\_\_

Dates Revised:  
Dates Reviewed: