

TORONTO PARKING AUTHORITY

POLICY RESOLUTION

4-19

ITEM: **Occupational Health & Safety Policy
(TO BE POSTED)**

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PURPOSE: **Duty to Have Occupational Health and Safety Policy**

Every employer under the legislative authority of the ***Occupational Health and Safety Act*** must have a written health and safety policy. This duty also requires the employer to prepare and review at least annually a written occupational health and safety policy and to develop and maintain a program to implement that policy.

POLICY: The ***Toronto Parking Authority*** is vitally interested in the occupational health and safety of all of its employees and workers. In recognition and support of the corporate goal of providing a healthy and safe workplace, management is committed to the protection of employees from injury, occupational hazards and occupational disease.

The ***Occupational Health and Safety Act***, the provincial legislation applicable in our operations, is important public welfare legislation that sets requirements for occupational health and safety in the province. The ***Toronto Parking Authority*** is committed to the requirements, duties and standards set by the ***Occupational Health and Safety Act*** and its applicable regulations.

The ***Occupational Health and Safety Act*** is based on the internal responsibility system. This is a system of overlapping and concurrent duties on the employer, managers, supervisors and workers at the ***Toronto Parking Authority***. Each level of our employees must be familiar with the circumstances of and in full compliance with their respective duties and responsibilities under the ***Occupational Health and Safety Act***.

The ***Occupational Health and Safety Act*** also provides for the right of every employee to refuse to do work that he or she believes to be unsafe. Any such dangerous or hazardous circumstances shall be immediately reported to the employee's direct supervisor. The supervisor will investigate and follow the procedures set out in the ***Occupational Health and Safety Act***.

The ***Toronto Parking Authority*** encourages every employee not only to be concerned about his or her own occupational health safety, but also to ensure healthy and safe work practices on the part of other employees with whom he or she works and all stakeholders and customers.

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Occupational health and safety is everyone's business. Ensuring full compliance with the ***Occupational Health and Safety Act*** will not only mean that our organization has a healthier and safe workplace, but will also maintain employee morale and encourage other good business practices.

In furtherance of these goals and values, ***Management, Managers / Supervisors*** and ***Employees / Workers*** are acknowledged to have the following specific health and safety responsibilities:

Management

1. to provide a healthy and safe workplace
2. to instruct and train employees in safe work practices
3. to establish and maintain a joint health and safety committee **whenever** required by the ***Occupational Health and Safety Act***
4. to take every precaution reasonable for the health and safety of all employees and workers in and at the workplace
5. to provide a first aid box or station as required at the workplace
6. to post and comply with the ***Occupational Health and Safety Act***
7. to evaluate all employees regarding health and safety compliance
8. to enforce health and safety violations by progressive discipline
9. to ensure compliance with this Policy by all outside suppliers, service providers and independent contractors.

Managers / Supervisors

1. to ensure employees and workers comply with this Policy
2. to ensure employees and workers use all safety equipment, devices and clothing as directed
3. to advise employees and workers of all known hazards in the workplace and to ensure employee / worker attendance at all occupational health and safety training seminars as required
4. to participate in the investigation of all unsafe work refusals
5. to review and comply with all legal duties on supervisors under the ***Occupational Health and Safety Act***
6. to ensure compliance with this Policy by all outside suppliers, service providers, and independent contractors

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7. to take every precaution reasonable for the health and safety of employees and workers at and in the workplace
8. to report all workplace accidents, injuries and occurrences to management
9. to comply with the **Occupational Health and Safety Act** and the health and safety policies established by the **Toronto Parking Authority** as an ongoing condition of employment.

Employees / Workers

1. to co-operate with managers / supervisors and management in the compliance and implementation of this Policy
2. to review and comply with all legal duties on workers under the **Occupational Health and Safety Act**
3. to use safety equipment, devices and clothing as provided
4. to refrain from ever making any safety equipment, device or clothing ineffective
5. to refrain from using any dangerous equipment or machinery without proper authorization
6. to exercise the right to refuse to do work that the employee or worker believes is unsafe in accordance with the procedure set out in the **Occupational Health and Safety Act**
7. to immediately report any unsafe and unhealthy hazard or condition in the workplace to the direct supervisor or the most available management representative
8. to comply with the **Occupational Health and Safety Act** and the policies established by the **Toronto Parking Authority** as an ongoing condition of employment.

The **Toronto Parking Authority** values each and every employee and worker, and places his or her health and safety on the job as a current and ongoing priority in corporate decision-making and day-to-day operations. We ask and require you to do your part and work together with your fellow employees / workers and with management in complying with the objectives of this health and safety policy and the provisions of the **Occupational Health and Safety Act**.

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The **Toronto Parking Authority** seeks to encourage a co-operative attitude and approach to health and safety in the workplace by all persons. Maintaining effective communication and a proactive approach to health and safety will make all of our workplaces healthier, safer and more enjoyable as we seek to serve all stakeholders. In recognition of this principle and in accordance with the requirements of the Occupational Health and Safety Act, the **Toronto Parking Authority** will have its Joint Health and Safety Committees (JHSC) review this Policy annually for their input.

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