



DM24

OCCUPATIONAL HEALTH & SAFETY

DM24

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POLICY

1. Every person who is employed by the Delta Police Board (Board) has the right to a job which is safe to do when performed properly.
2. Every person who is employed by the Board has a duty to work safely and to promote safe working conditions, safe work procedures and positive attitudes toward accident prevention.
3. The Delta Police Department (Department) will comply with the requirements of the *Workers' Compensation Act* and will establish an Occupational Health and Safety Committee in accordance with the statute.

REASON FOR POLICY

4. To comply with all applicable authority governing workplace safety for Department employees.
5. To provide a safe workplace for all employees and volunteers.

RELATED POLICIES

- DM23 – Risk Management
- DP50 – Personal Protective Equipment
- EM14 – Oath of Office & Employment Terms

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Occupational Health & Safety

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EM60 – Accommodation
EM71 – Medical Examinations

PROCEDURES

General

6. Supervisors shall seek to ensure members in their unit/section:
 - a) are not assigned duties for which they are not adequately trained;
 - b) are capable of performing assigned duties as safely as practicable; and
 - c) observe and comply with applicable safety regulations and proper work procedures and correct any compliance failures.
7. Employees are responsible for complying with safety regulations and reporting unsafe conditions or behavior.
8. If an employee injures themselves while on-duty, they shall:
 - a) immediately notify their supervisor or the Duty NCO; and
 - b) submit an Accident Report Form to Human Resources, which shall be completed by the Duty NCO or supervisor if the injury prevents the employee from submitting the report.
9. WorkSafeBC requires a report to be submitted for all on-duty injuries, and employees must complete these forms in accordance with WorkSafeBC regulations, which shall be forwarded to WorkSafeBC by Human Resources.

Long Term Disability

10. Long term disability insurance is subject to the conditions set forth in the collective agreements or the conditions of the agreement with the provider.

Workers' Compensation

11. Benefits and compensation in relation to workplace injuries are covered by collective agreements and through WorkSafeBC.



12. Employees injured while participating in a sport as a Department representative, if authorized by the Chief Constable or delegate, who as a result are unable to work, may submit a WorkSafeBC claim, and WorkSafeBC determines claim eligibility.

Occupational Health & Safety Committee

13. The Occupational Health & Safety Committee (Committee) shall, at minimum, consist of one member representing CUPE Local 454, one member of the Delta Police Association, and one member representing the Department Management Team, with one alternate named for each.
14. The Committee shall be co-chaired, with one chair selected by the Management representatives and one by the Union representatives.
15. There shall be representation from all stakeholders at each meeting, and all decisions of the Committee shall be by majority vote on any issue, meaning a simple majority of those present.
16. If the Committee fails to reach a majority decision on an issue, either the union members on the Committee and/or the Management Team member on the Committee may place the issue before an arbitrator.
17. A recording secretary will be provided by the Department or by CUPE, and the secretary shall:
 - a) record the proceedings of the Committee in a form acceptable to WorkSafeBC;
 - b) forward the minutes promptly to the Department, who shall make copies available for CUPE Local 454, the Delta Police Association, Committee members and all bulletin boards; and
 - c) receive all correspondence and provide sufficient copies of the correspondence to the Committee members at each meeting, and forward copies of the said correspondence to CUPE Local 454 and Police.
18. Committee members shall:
 - a) inspect all work areas on a regular basis, and a complete inspection of the HQ, Administration, and PSB buildings annually;



- b) appoint, at minimum, one Union member and one Management member to participate in such inspections, who shall report to the Committee as a whole the findings of the inspections;
- c) hold and attend monthly meetings to deal with the Occupational Health and Safety of the work place;
- d) attend Committee training;
- e) bring to the attention of workers and supervisors any deficiency or unsafe condition which may lead to an accident;
- f) ensure that all employees are instructed in the proper use of equipment and work procedures;
- g) ensure that all events which result in time loss or potential time loss are investigated and formal recommendations made;

Note: the investigation shall be conducted in accordance with Section 6.04(2) of the *Industrial Health and Safety Regulations*, where, if feasible, the worker representative shall be a union member of the Committee and the employer representative shall be designated by management.

- h) report matter requiring a financial expenditure and recommend action to the appropriate Manager;
- i) refer matters not resolved through the chain of command;
- j) assist in enforcing the rules and regulations of the Board and the WorkSafeBC relative to safety; and
- k) develop, as necessary, any additional rules or regulations to supplement WorkSafeBC regulations to improve the working conditions relative to Occupational Health and Safety.

*Revised Dates:
N/A