



Policy Name:	OCCUPATIONAL HEALTH AND SAFETY - GOVERNANCE		
Policy #:	AD 5.8.1	Last Updated:	2021-08-09
Issued By:	SUPPORT SERVICES BUREAU	Approved By:	SURREY POLICE BOARD
		Review Frequency:	AS REQUIRED

RELATED POLICIES

1. PURPOSE

- 1.1. To promote and sustain a safe and healthy workplace for all SPS Employees, Volunteers, Practicum Students, and Contractors.
- 1.2. To comply with all applicable authorities governing workplace safety for Surrey Police Service (SPS) Employees, Volunteers, Practicum Students, and Contractors.
- 1.3. To identify and comply with safety roles and responsibilities, and safe work practices and procedures.
- 1.4. To prevent workplace accidents, incidents, injuries, and illnesses.

2. SCOPE

- 2.1. The Surrey Police Board supports safe work practices and a safe and healthy workplace for those working for the SPS and those working in SPS Premises.
- 2.2. This Policy applies to all SPS Employees (including Members and civilian staff), and includes Volunteers, Practicum Students, and Contractors.

3. RESPONSIBILITIES

- 3.1. Health and safety are the responsibility of all Employees, Volunteers, Practicum Students, and Contractors. Through an effective partnership between Employees, Unions, the Joint Occupational Health and Safety Committee, Supervisors, and other stakeholders, a shared commitment exists to continuously improving SPS's occupational health and safety systems. Through this commitment, SPS meets its objective of promoting and sustaining a healthy and safe work environment.
- 3.2. The **Executive Leadership Team** is responsible for improving health and safety performance, managing the occupational health and safety system, establishing annual objectives and targets for occupational health and safety, and reporting progress to stakeholders.
- 3.3. Superintendents and Inspectors are responsible for ensuring that Employees, Volunteers, Practicum Students, and Contractors adhere to health and safety policies, and safe work procedures/practices, and for providing the tools, training and education needed to ensure a healthy and safe workplace. Working with stakeholders, they strive to eliminate any foreseeable hazard or situation that may result in incidents, injuries, or illnesses.
- 3.4. Supervisors are responsible for ensuring a safe and healthy workplace for Employees, Volunteers, Practicum Students, and Contractors. Supervisors are accountable and responsible for the safety of the Employees, Volunteers, Practicum Students, and Contractors who report to them or are under their direction, and must lead health and safety initiatives to meet this obligation. Supervisors must advise Employees, Volunteers, Practicum Students, and Contractors of potential and actual hazards, and take reasonable precautions for the protection of Employees, Volunteers, Practicum Students, Contractors, and the public.
- 3.5. The Joint Occupational Health and Safety Committee acts as an advisory body, to identify hazards and to obtain information, recommend corrective actions, assist in resolving work refusal cases, participate in incident investigations and workplace inspections, and make recommendations to Supervisors, Inspectors, Superintendents, and Deputy Chief Constables regarding actions required to resolve health and safety concerns.
- 3.6. Prime Contractors and Contractors are required to work in compliance with the *Workers Compensation Act*, the *Occupational Health and Safety Regulation*, and applicable SPS safety requirements, and to be committed to workplace health and safety at all times.
- 3.7. All Employees, Volunteers, Practicum Students, and Contractors are required to contribute to a safe and healthy workplace to minimize the potential for incidents, injuries, and illnesses. An Employee, Volunteer, Practicum Student, or Contractor must perform their job tasks in accordance with established safe work procedures/practices, and Provincial, Federal, and Municipal legislations and regulations. All Employees, Volunteers, Practicum Students, and Contractors must utilize appropriate safety equipment at all times, seek supervisory clarification when needed, and immediately report any workplace incident, near miss occurrence, or possible unhealthy or unsafe condition, and/or unsafe behaviour.

4. EXPECTATIONS – FURTHER ACTION

- 4.1 For Employees, violations of the BC *Workers Compensation Act*, *Occupational Health and Safety Regulations*,

and SPS's Occupational Health and Safety policies or procedures may be subject to further action including disciplinary action, up to and including termination of employment. Volunteers, Practicum Students, and Contractors may have their relationship with SPS terminated for violations of the BC *Workers Compensation Act*, the *Occupational Health and Safety Regulation*, and SPS's Occupational Health and Safety policies or procedures.

Appendix A: DEFINITIONS

“Contractor” means a person or persons who has access to SPS premises, as defined in this policy, for the purpose of providing services or supplies to SPS on a contractual basis.

“Employee” means any employee of SPS (including Members and civilian staff).

“Executive Leadership Team” means the Chief Constable and the Deputy Chief Constables.

“Member” means a sworn Police Officer appointed by the Surrey Police Board.

“Practicum Students” mean students of a program at a recognized education institution who are engaged at a SPS premises for study, research, work experience, etc.

“Prime Contractor” means the directing contractor, employer, or other person who enters into a written agreement with the owner of the workplace to be the prime contractor for the purposes of the OHS provisions.

“SPS premises” includes, but is not limited to, any property permanently or temporarily under the jurisdiction of SPS, including land, building, job sites, facilities, parking lots, equipment, vehicles, whether owned, leased or used by SPS and wherever located. The work site of a seconded Employee is considered an extension of the SPS workplace, and therefore SPS premises.

“Supervisor” means a Team Leader, Manager, Staff Sergeant, Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, and any other person acting in a supervisory capacity who is accountable for a particular area or shift on behalf of the SPS.

“Volunteer” means a person serving SPS who is not an Employee, Practicum Student or Contractor, as defined in this Policy, and includes those individuals serving on any board(s), commission(s) or committee(s) established by SPS.

“Workplace” means anywhere activities directly related to the business of SPS occur, including social events where there is potential for impact on the workplace or any location travelled to for a work-related reason.

APPENDIX B: REFERENCES

Workers Compensation Act, R.S.B.C. 2019, c. 1

Workers Compensation Act: Occupational Health and Safety Regulation, B.C. Reg 296/97