



# WEST VANCOUVER POLICE DEPARTMENT

## Administrative Policy

### AA0800: Occupational Health and Safety

#### 1.0 PURPOSE

1.1 The purpose of this policy is to:

- a) document organizational commitment to Occupational Health and Safety and to help promote effective safety management at the Department;
- b) define the roles and responsibilities for Occupational Health and Safety within the organization; and
- c) comply with WCA and Occupational Health and Safety Regulations (OHSR).

#### 2.0 DEFINITIONS

2.1 For the purposes of this policy, the following definitions will apply:

“Department” means the West Vancouver Police Department.

“Employee” means any Employee of the Board.

“Member” means a sworn peace officer employed at the Department.

“Occupational Health and Safety” means a multidisciplinary field concerned with the safety, health, and welfare of people at work. The goal of occupational safety and health programs is to foster a safe and healthy work environment.

“OHSR” means the WCA Occupational Health and Safety Regulation, B.C. Reg. 296/97, as amended from time to time.

“Supervisor” means a Member promoted to, or acting in, the rank of Corporal or above or a civilian Manager.

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“WCA” means the Worker’s Compensation Act, [RSBC 1996], Chapter 492, as amended from time to time.

## **3.0 POLICY**

3.1 Employers are responsible to monitor the health of Employees and the conditions at the workplace under their management and control. The OHSR contains legal requirements to be met by all workplaces under the inspectional jurisdiction of WorkSafeBC.

3.2 The Department is committed to:

- a) the health, safety and wellness of its Employees and the continuous review and improvement of safety management; and
- b) providing, promoting and maintaining a safe work environment.

## **4.0 PROCEDURES**

4.1 When it comes to health and safety, everyone in the workplace has distinct responsibilities. Employers, Supervisors, and workers all have a role to play in keeping the workplace safe.

### **Responsibilities**

4.2 The Department Executive Staff are responsible for:

- a) establishing systems in place to protect the health and safety of Employees; and
- b) ensuring that operational activities are managed to protect Occupational Health and Safety of Employees.

4.3 The Human Resources Division is responsible for:

- a) knowing understanding and promoting awareness of the Department’s obligations under the WCA, OHSR, and all other applicable laws; and
- b) acting as a resource to the Health and Safety Committee and all Employees on matters relating to Occupational Health and Safety.

4.4 Managers and Supervisors are responsible for;

- a) communicating and reinforcing this policy;

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- b) knowing and understanding the components of safety management and risk that apply to their areas of responsibility;
- c) complying with and implementing the regulatory requirements of WorkSafe BC that are relevant to their areas of responsibility; and
- d) and ensuring the health and safety of all workers under their direct supervision.

### 4.5 All Employees are responsible for;

- a) carrying out their work in accordance with the safety policies of the Department, as well as in accordance with safe work practices and any applicable law and regulations that apply to their job;
- b) identifying and reporting unsafe working conditions and practices;
- c) reporting any injuries or incidents to their supervisor; and
- d) knowing and understanding their rights including;
  - i. the right to know about hazards in the workplace;
  - ii. the right to participate in health and safety activities; and
  - iii. the right to refuse unsafe work without getting punished or fired.

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