

**GENERAL ADMINISTRATION MANUAL**

**VOLUME 3: HUMAN RESOURCE POLICIES**

**TITLE: CORPORATE HEALTH AND SAFETY**

**EFFECTIVE:** First issued June 26, 1997

**Revised:** March 24, 2010

**Full implementation:** December 14, 2010

**1 SCOPE**

**1.1 Authority**

This policy was first issued under the authority of Cabinet Minute No. 97-24 (June 26, 1997) and revised under the authority of Cabinet minute #10-09 (March 24, 2010). Full implementation under authority DMRC minute #10 -19 (December 14, 2010).

**1.2 Application**

This policy applies to all Yukon government workplaces and to all persons hired under the *Public Service Act* and the *Education Act*.

**1.3 Purpose**

The purpose of this policy is to establish and maintain a corporate health and safety governance framework with the authority to set direction and priorities on health and safety management throughout the Yukon government. This policy also sets out corporate and departmental responsibilities.

**1.4 Values**

Health and safety is the cornerstone of our core business functions, integrated into all aspects of the workplace.

While all employees share in the responsibility and accountability for health and safety in the workplace, they also have the right to a safe and healthy work environment.

We believe in continuous improvement – innovation, awareness, creativity and risk management – so that we can do our work better and more safely.

**1.5 Principles**

All Yukon government employees share in the responsibility for ensuring health and safety in the workplace.

As an employer, the Yukon government is committed to a proactive, planned and sustained approach to health and safety for all employees, including the promotion of a positive safety culture.

The Yukon government recognizes that a safe and healthy workplace requires that employees at all levels of the organization know their responsibilities and act upon them.

The Yukon government is committed to the integration of health and safety into all planning and operations.

The Yukon government strives to reach the highest standard in health and safety management.

## 1.6 Definitions

**corporate health and safety governance framework:** the umbrella structure which provides corporate authority to set direction, priorities, accountabilities and expectations on health and safety management throughout the Yukon government

**department:** a department, corporation, commission, or agency of the Yukon government

**department health and safety management system:** a coordinated set of processes and activities – integrated into regular operations – that is designed to optimally manage health and safety

**deputy minister:** the deputy head of a department, corporation, commission or agency of the Yukon government

**Deputy Ministers Review Committee (DMRC):** the committee of deputy ministers representing all departments, corporations and agencies of the Yukon government

**Health and Safety Leadership Committee (HSLC):** the corporate committee which provides strategic direction to the Yukon government in corporate health and safety; co-chaired by a deputy minister and the Public Service Commissioner

**incident:** an event, or series of events, that caused or has the potential to cause injury or harm to one or more employees

**supervisor:** any person who has responsibility for and control over the activities of a workplace or authority over an employee

## 2.0 ROLES AND RESPONSIBILITIES

### Corporate Responsibilities

#### 2.1 Employer

The Yukon government, as the employer, is responsible in accordance with applicable legislation and collective agreements to provide a safe and healthy workplace for employees.

#### 2.2 Deputy Ministers' Review Committee

As the senior management group for the Yukon government, the Deputy Ministers' Review Committee has key accountabilities for the health and safety of employees.

2.2.1 The Deputy Ministers' Review Committee is responsible for:

- approving the strategic direction and priorities for health and safety management throughout the Yukon government; and
- appointing the membership of the Health and Safety Leadership Committee.

### **2.3 Health and Safety Leadership Committee**

The Health and Safety Leadership Committee (HSLC) is a sub committee of the Deputy Ministers' Review Committee.

- 2.3.1 HSLC plays a lead corporate role in health and safety management. It is co-chaired by the Public Service Commissioner and another deputy and includes deputy ministers, senior managers, other employees and union representatives who:
- a) represent both a corporate and strategic perspective;
  - b) are knowledgeable about the operational requirements of their department(s); and
  - c) adopt a government-wide approach to problem-solving.
- 2.3.2 Under the authority of the Deputy Ministers' Review Committee, the Health and Safety Leadership Committee is responsible for:
- providing strategic direction and setting priorities for health and safety management throughout the Yukon government;
  - advising departments on the requirement to align department health and safety objectives with corporate direction and priorities;
  - overseeing and reviewing the performance of health and safety management throughout the Yukon government;
  - setting accountabilities and expectations for health and safety management;
  - ensuring the development and monitoring of the health and safety aspects of the Central Contractor Management Program; and
  - promoting and supporting effective, coordinated communication throughout the Yukon government in health and safety management.

### **2.4 Public Service Commission**

While the Health and Safety Leadership Committee has been established to provide strategic direction and set priorities, the Public Service Commission provides central leadership in corporate health and safety management.

- 2.4.1 The Public Service Commission is responsible for:
- establishing the mandate and core functions of the Corporate Health and Safety Unit;
  - developing the corporate health and safety governance framework, policies and related instruments;
  - providing corporate communication on health and safety;
  - monitoring and auditing the government's performance in health and safety and reporting on that performance to the Health and Safety Leadership Committee;
  - providing health and safety leadership expertise when required; and
  - providing guidance to departmental health and safety committees when required.

## Department Responsibilities

### 2.5 Deputy Ministers

As the most senior managers in their departments, deputy ministers play critical leadership and accountability roles in the management of health and safety for departmental employees.

2.5.1 Deputy ministers are responsible for:

- providing leadership and visible commitment toward a safe and healthy workplace for all employees;
- integrating health and safety into department planning;
- engaging their workforce in promoting and achieving a safe and healthy workplace and ensuring all parties are aware of their responsibilities;
- setting health and safety performance measures for their departments, ensuring those measures are aligned with corporate direction and priorities and ensuring the measures are met;
- reporting on their department's performance to the Health and Safety Leadership Committee and providing information requested by the Public Service Commission necessary to monitor and audit the government's performance in health and safety and to report on that performance to the Health and Safety Leadership Committee;
- identifying the financial and human resources necessary to provide a safe and healthy workplace for employees;
- co-coordinating with other departments to maximize the benefits of health and safety initiatives; and
- developing and maintaining effective departmental health and safety management systems and departmental policies. Departmental systems must have objectives that are consistent with the direction and priorities set by the Health and Safety Leadership Committee and must include elements that address:
  - a) workplace hazard identification, risk assessment and control;
  - b) safe and healthy work practices and procedures;
  - c) inspections, investigations of incidents and corrective actions;
  - d) clear structure, responsibilities and accountabilities;
  - e) communication;
  - f) training and orientation;
  - g) health and safety committees;
  - h) contractor management;
  - i) emergency preparedness; and
  - j) monitoring, review and continuous improvement.

### 2.6 Supervisors

Supervisors have the authority to direct how employees do work. As such, they play a crucial role in modeling behaviour and helping to promote a positive safety culture.

2.6.1 Supervisors are responsible for:

- informing employees of their rights and responsibilities under applicable legislation, such as the Criminal Code of Canada and the Yukon

- *Occupational Health and Safety Act* and Regulations and other policy instruments, including the right to refuse hazardous work;
- knowing and acting upon their duties as supervisors under applicable legislation, including the Criminal Code of Canada and the Yukon *Occupational Health and Safety Act* and Regulations. These duties include:
  - a) ensuring employees under their direction and control are properly instructed, trained and equipped for their work and are working without undue risk; and
  - b) advising employees of potential hazards of their work and providing them with the means to protect themselves, including training, personal protective equipment or other protections;
- ensuring all workplace health and safety incidents and concerns are reported and investigated promptly, all reports are completed and corrective action is taken; and
- fulfilling their responsibilities under departmental health and safety management systems and the corporate health and safety governance framework.

## **Employee Responsibilities**

### **2.7 Employees**

All employees must be diligent in protecting their health and safety at work.

2.7.1 Employees are responsible for:

- knowing and acting upon their duties and rights under the *Occupational Health and Safety Act* and Regulations, including:
  - a) taking all necessary precautions to ensure their own health and safety and that of any other person in the workplace;
  - b) reporting to their supervisor any work-related health or safety hazards, injuries or incidents; and
  - c) understanding their right to refuse hazardous work;
- following their supervisor's instructions on health and safety, as well as all departmental and corporate direction on health and safety; and
- fulfilling all of their responsibilities under departmental health and safety management systems and the corporate health and safety governance framework.

### **3.0 CONSEQUENCES**

Failure to comply with this policy may result in disciplinary action up to and including dismissal, where circumstances warrant.

### **References**

Collective Agreements between the Yukon government and the Yukon Teachers' Association and the Yukon government and the Public Service Alliance of Canada  
*Criminal Code of Canada*  
*Yukon Education Act*  
*Yukon Occupational Health and Safety Act and Regulations*  
*Yukon Public Service Act*  
*Yukon Workers' Compensation Act*