



Departmental Occupational Health and Safety Policy

Departmental Occupational Health and Safety Policy

**Version 2.2
July 2017**



A decorative header at the top of the page features a row of light blue silhouettes representing various people, including individuals, families, and people with disabilities, walking from left to right.

1. Application

This policy applies to every person employed by Employment and Social Development Canada (ESDC), including Service Canada, the Labour Program and all other service offerings managed within ESDC (referred to herein as the Department), and every person granted access to the workplace.

2. Policy Objectives

- To promote a healthy and safe workplace for all employees
- To prevent occupational incidents, injuries and illness
- To prevent violence in the workplace

3. Policy Statement

The Department is committed to providing a healthy and safe work environment, in accordance with:

- a) Section 124 of the *Canada Labour Code, Part II*;
- b) *Canada Occupational Health and Safety Regulations* and *Safety and Health Committees and Representatives Regulations*;
- c) Treasury Board Secretariat (TBS) Occupational Health and Safety (OHS) Policies, standards and procedures; and
- d) National Joint Council (NJC) OHS Directive.

4. Policy Requirements

4.1 Deputy Ministers

The Department, under direction of the Deputy Ministers, shall:

- a) Implement the requirements of the *Canada Labour Code, Part II*, its Regulations, TBS OHS Policies, standards and procedures and the NJC OHS Directive and comply with directions issued by the Labour Program;
- b) Establish and maintain an occupational health and safety (OHS) program, in compliance with OHS legislation, regulations and directives;
- c) Allocate human and financial resources to support the departmental OHS program;
- d) Provide required OHS training and information to all employees, including any person who acts in a supervisory or managerial capacity on behalf of the Department.



4.2 Assistant Deputy Minister, Human Resources Services Branch

The Assistant Deputy Minister, Human Resources Services Branch shall:

- a) Develop, maintain, support and monitor a Departmental OHS program, in accordance with the departmental policy requirements.

4.3 ADMs, Regional ADMs, Directors General, Directors, Managers and supervisors/team leaders

Assistant Deputy Ministers, Regional Assistant Deputy Ministers, Directors General, Directors, managers, and supervisors/team leaders shall:

- a) Support and implement the Departmental OHS program, in accordance with the departmental policy requirements.

4.4 Employees

Employees shall:

- a) Learn and follow the OHS provisions of the workplace in accordance with the Departmental OHS program.

5. Monitoring and Evaluation

5.1 Monitor


The Department will monitor performance by:

- a) Analysing information contained in ESDC Labour Program statistical reports, TBS reports, and departmental reports and plans;
- b) Reviewing internal and/or external evaluations on the departmental application of the policy and program; and
- c) Performing a full review of all elements of the departmental policy and program within a three year period, or reviewing particular elements of it on a periodic basis.

5.2 Program Assessment

OHS Program assessment will be based on:

- a) The frequency and severity of occupational injuries, incidents, and illness;
- b) The existence and use of systems and processes to review and analyze the frequency and severity of occupational injuries, incidents and illness;

- 
- c) The allocation of sufficient resources; and
 - d) The quality and extent of training and information activities in occupational health and safety.

6. Publication and Posting

The Departmental OHS Policy and the *Canada Labour Code, Part II*, will be posted at a place accessible to every employee in all ESDC workplaces, as per paragraph 125.(1)(d) of the *Canada Labour Code, Part II*.

7. Effective and Review Date

The Departmental OHS Policy took effect on June 4, 2010 and replaced previously established departmental policies related to OHS. This policy will be reviewed every three (3) years from its date of implementation, or as required, to ensure consistency with changes to OHS related legislation, regulations, and Directives. The next scheduled review will be in 2020.

Version	Date	Made By	Description
2.0	June 2010	Stephen Ramsay	1 st Version
2.1	September 2013	Stephen Ramsay	Reviewed and updated
2.2	July 2017	Rosine Alie	Cyclical review revisions