



Health and Safety Policy

This policy is applicable to: all RPD business and portfolio,
including contracted services.



Document Control

| | | |
|---|--|--------------------------------------|
| Policy Application Lead: Director, Corporate Sustainability | Policy Owner: ADM Office | Version: 1.8 |
| Policy Drafter: Senior Manager, Health and Safety Management System | Approved by: ADM, RPD | Status: Complete, Active |
| Drafter Contact number: 778-584-5907 | Date approved: November 10, 2016 | Next review date: Mar 2025 |

Document Path:

[Livelihood](#)

Revision Record

| Date | Version | Revision description |
|------------|---------|--|
| Jul 15, 16 | 1.0 | Draft inaugural corporate policy |
| Nov 10, 16 | 1.1 | Policy Approved |
| June 7, 17 | 1.1 | Updated branding |
| Dec 7, 17 | 1.2 | Removed SSBC reference at time of annual review |
| Dec 12, 18 | 1.3 | Minor edits to policy statements; addition of ISO 45001 requirements to Policy Statement 4 |
| Sep 3, 20 | 1.4 | Minor clarification of terminology in policy statements |
| Mar 30, 21 | 1.5 | Addition of commitment about consultation and participation of workers |
| May 31, 22 | 1.6 | Minor edits to Statements 1 to 4; removal of Statement 5 |
| Sep 19, 23 | 1.7 | Minor edits to all Statements; changed "stakeholders" to "interested parties"; re-ordering of Statement 1) sub-bullets |
| Apr 2, 24 | 1.8 | Minor edit to Statement 4 – added reference to SLT; changed "compliant" to "certified" |

1. Title:

Health and Safety Policy

2. Overview:

The physical and mental health and safety of people occupying, visiting, operating or otherwise interacting with facilities in the Real Property Division (RPD) portfolio are of paramount importance. RPD, in conjunction with other interested parties such as clients and landlords, are jointly accountable and committed to undertake appropriate management practices that minimize the risk of injury or illness by identifying, assessing and controlling exposure to hazards. RPD is further committed to ensuring quick and reasonable response to unanticipated health and safety incidents.

The management of health and safety aspects is key to upholding RPD's overall Triple Bottom Line interests, in concert with the management of environmental stewardship and financial affairs.

The health and safety management commitments outlined in this policy are limited to the business activities and processes under direct operational control of RPD.

3. Purpose:

The purpose of this policy is to describe RPD's philosophy, commitment, objectives and responsibilities regarding the management of health and safety aspects associated with all interactions between people, within facilities, on the premises or on sites within its portfolio of real property and related to its operations.

4. Policy Statements:

- 1) Health and safety are a division-wide responsibility.
 - a) All RPD staff are responsible for making health and safety an integral part of their workday.
 - b) RPD Supervisors¹ are accountable for ensuring their staff:
 - take all required training and are competent to safely perform their work tasks.
 - follow health and safety policy, practices, and procedures, including complying with Public Service Agency (PSA) health and safety training, such as ergonomics.
 - c) RPD Supervisors are accountable for providing a safe and healthy working environment for their staff.
 - d) All RPD staff are responsible for incorporating health and safety requirements into the business functions of their branches, which includes taking all required training relevant to their position.
- 2) The management of health and safety policies and procedures associated with RPD's services requires the contribution of external interested parties including clients, service providers, landlords, the PSA and other parties. RPD staff shall work to clarify roles and responsibilities with external interested parties, and reflect that understanding in contracts, agreements and/or other documentation (ref. Appendix 1 Assigning Accountability).
- 3) RPD may transfer responsibility to external interested parties, but must retain or share accountability for the management of health and safety.
- 4) At the direction of the Strategic Leadership Team (SLT), RPD shall develop and implement an ISO 45001 certified management system based on a "plan, do, check, act" framework. Specifically, the management system shall include:
 - methodologies to comply with all applicable laws, regulations and other requirements;

¹ OHS Regulation Part 1: Definitions – Supervisor: "a person who instructs, directs and controls workers in the performance of their duties"

- documented policy, processes, practices, and procedures that provide adequate controls to eliminate hazards and reduce risks associated with existing and potential health and safety liabilities;
- consultation and participation of workers and workers' representatives;
- provide a framework for setting Occupational Health & Safety objectives;
- strategies for continual improvement of the management system, leading to improvement in health and safety performance.

5. Application:

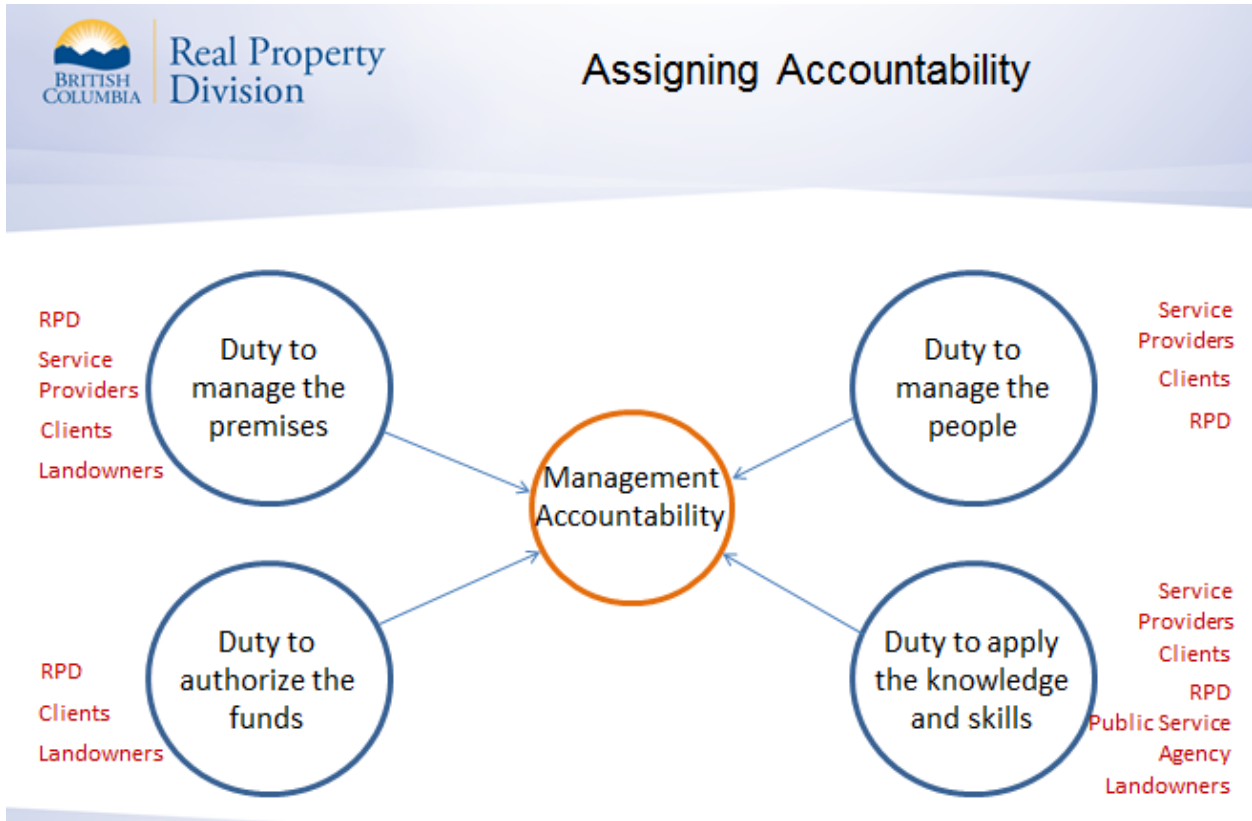
This policy applies to the business activities and processes undertaken by all RPD branches and departments, and includes contracted services, agreements and assets. This policy applies to the entire buildings and sites portfolio under RPD management, including owned, leased and maintained assets. Resources, reference materials and other support for applying this policy will be available from the RPD intranet site.

6. Evaluation and Review:

The following practices ensure rigorous and routine evaluation and review of health and safety practices:

- Annual endorsement of this Policy by Strategic Leadership Team, or its designate.
- Development and implementation of a Health and Safety Management System;
- Incident Reporting and Corrective Actions;
- Management Reviews;
- Emergency Planning; and
- Periodic third-party reviews, including to the ISO45001 standard

APPENDIX 1 – ASSIGNING ACCOUNTABILITY



From: *Accountability Framework and High Risk Hazards Programs - presentation to RPD Senior Management Team Oct 23, 2018*

Note: Landowners includes landlords