

Inspectors or professional consultants who are visiting/working on a Town of Orangeville premises and/or leased properties must review and sign-off on this Agreement.

This agreement requires that inspectors and/or professional consultants are in compliance with the Town of Orangeville's policy and procedures that apply to the service they are performing, the Occupational Health and Safety Act (OHSA) and its Regulations and any other health and safety regulations that apply to the work being done while on-site.

Below is a list of Town procedures that apply. Different sites may have site specific requirements that will be added as an addendum

Inspectors and/or professional consultants will

- Ensure they are qualified and competent in the service/work they are completing on-site.
- Have private insurance or WSIB coverage in case of injury to their employee.
- Remain with a Town employee unless permission agreed upon by the Town of Orangeville Supervisor on site.
- Report any hazards encountered while performing the service.
- Report any injuries of their personnel or themselves to the Town of Orangeville Supervisor immediately.
- Follow the direction given by Town of Orangeville representative. If unclear, ask before proceeding
- Take all necessary steps to protect their employees, Town employees, and Town property from any harm while on-site.
- Adhere to the Town's RZone Program (attached) This program addresses expectations around respectful and civil interactions.
- Behave in a way that does not violate the harassment and violence regulations under the Occupational Health and Safety Act. The Town will take action on any concerns or reports brought forward in accordance to our policies.
- Adhere to the Accessibility for Ontarians with Disabilities Act.
- Identify any chemicals they are bringing onto the premises
- Identify any equipment or machinery that will be used to complete the service – and any hazards associated with those items.



Inspector or Consultant Safety Agreement | 2023

- If lockout/tag out are required, ensure that the proper procedure is used and communicated to the Town employees.
- Sign in when arriving to the site and sign out on departure based on location procedures
- Wear appropriate personal protective equipment as directed by the Town of Orangeville Supervisor/Manager on site.

I understand and agree to comply with the Town of Orangeville's *Inspector and/or Consultant Health and Safety Agreement* and any other Town procedures that I am made aware of while working on-site. I further agree to comply with the Occupational Health and Safety Act and its regulations and all applicable codes and standards that apply to the work I am doing.

Signatures

Inspector/consultant Name: _____

Signature: _____ Date: _____

Town of Orangeville Rep. Name: _____

Signature: _____ Date: _____

How you can help

- Help keep our facilities clean. Put garbage into receptacles.
- Remember to respect property, materials and equipment when using services or participating in programs at our facilities, parks and trails.
- Report such items as graffiti, broken glass or burnt out lights in any Town facility or park.
- Report vandalism such as a park bench in need of repair or playground equipment that has been tampered with.
- Report activities such as verbal assaults, threats/aggression, physical harm, alcohol consumption, theft and harassment.



For more information visit www.orangeville.ca



Town of Orangeville
www.orangeville.ca



Town of Orangeville



The Rzone has been adapted with permission from the Town of Oakville.

Rzone - Respect and Responsibility

What is the Rzone?

The Rzone is an operating procedure that identifies a code of conduct which applies to all Town of Orangeville buildings, facilities, programs, parks and trails. The Rzone procedure enforces a set of expectations around violence, vandalism and inappropriate behaviour for participants and the general public.

What does the Rzone mean?

The "R" in the Rzone logo stands for *Respect and Responsibility*, Respect for Yourself, Respect for Others; and Responsibility for your Actions. The logo will serve as a reminder to staff and the public that the operating procedure is in effect and applies to everyone: participants, visitors, residents, employees, etc.

Goal

The goal of the Rzone operating procedure is to promote a positive, safe and supportive environment in all Town of Orangeville buildings, facilities, programs, parks and trails.



Q Does the Rzone only apply to sports organizations?

A No. The Rzone operating procedure applies to all community organizations and individuals using Town of Orangeville buildings, facilities, programs, parks and trails.

Q What type of incidents should or can be reported?

A All forms of violence, vandalism or inappropriate behaviour are unacceptable on Town properties, in facilities or programs. Incidents involving the following should be reported. For a complete description, please refer to the procedural document on the Town's website at www.orangeville.ca.

- Verbal assault
- Physical assault/harm
- Use of alcohol/drugs
- Harassment
- Threats/aggression
- Vandalism
- Theft

Q If a situation occurs, how quickly should it be reported?

A For best and timely resolutions, incidents should be reported within 24 hours.

Q How and to whom should an incident be reported?

A If you are involved in or witness a situation at a Town "indoor" facility, you can report it to a staff member. He/she, with your assistance, will complete the report. If the situation occurs at an "outdoor" facility where staff is not available and involves a community organization, that organization should be informed directly and an incident report should be completed on-line at www.orangeville.ca.

Q If I report an incident, will it be kept confidential?

A Yes, in accordance with the Town's privacy information policy.



Q What happens once a report has been made?

A Whether reported in person, through an organization or on-line, the report will be logged by Town staff and will either be dealt with directly by the Town or forwarded on to the appropriate group/organization for follow up.

Q Will the Town follow up on every incident?

A The intent of the Rzone procedure is that each organization takes responsibility for situations created by; or that affect their participants in co-operation with the Town. In some cases, it will be the community group or organization.

Q What are some of the consequences that may occur?

A Each report will be reviewed on an individual basis. The nature and degree of discipline will be determined by the severity of the situation.

Questions?

If you have additional questions, you can review the Rzone operating procedure document online at www.orangeville.ca.