

**CORPORATION OF THE TOWNSHIP
OF SOUTH ALGONQUIN**

SUBJECT:	HEALTH AND SAFETY			
TYPE:	HEALTH AND SAFETY	POLICY NO. HS-001-02		
DATE:	REVIEW DATE:	FREQUENCY:	REL. BY-LAW:	PAGE #:
Jan 18, 2007	July 28, 2008	Annually	08-321	1 of 4
Revisions				
July 28, 2008 – Revised and reformatted				
Jan 18, 2007 – New Policy				

I. Mission Statement

Council for the Township of South Algonquin is vitally interested in the health and safety of its employees. A major ongoing objective is to protect employees from workplace injury or illness.

The Council for the Township of South Algonquin shall make every effort to provide a healthy and safe work environment. All supervisors and workers must be dedicated to the objective of reducing the risk of injury and illness.

As an employer, the Township of South Algonquin is ultimately responsible for worker health and safety. As the Mayor, I am committed to taking every reasonable precaution to protect workers from harm. Legislative requirements will serve as minimum acceptable standards for the Township of South Algonquin.

Supervisors are accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that workers follow established safe work practices and procedures.

Workers must receive adequate training in their specific work tasks to protect their health and safety.

Every employee or volunteer of the Township, including a contractor or sub-contractor, including their employees, must protect his/her own health and safety by following the law, and the Township of South Algonquin work practices and procedures. All hazards must be immediately reported to a supervisor.

The Township of South Algonquin is committed to accommodate the early return to work of injured workers.

All parties are expected to consider health and safety in every activity. Commitment to health and safety must form an essential part of this organization from the Council to the workers.

Mayor, Percy Bresnahan

Date

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II. Purpose:

The Mayor and Council for the Township of South Algonquin and its' employees together have essential health and safety responsibilities. All jobs must be done in a safe, healthy and effective manner to ensure a healthy and injury-free environment. The objective of the Township of South Algonquin is to provide all departments and committees under their control with direction to maintain healthy and safe workplaces and work practices for all employees and volunteers in order to reduce or prevent employment injury or illness.

Every employee and volunteer has the right to work in, and are encouraged to be actively involved in maintaining a healthy and safe environment. Cooperation between the employer, staff and volunteers is desirable in developing and maintaining healthy and safe workplaces. The prevention of accidents, injury and occupational illness should be an integral part of every job or volunteer activity in the Township of South Algonquin. An internal responsibility system recognizing the roles of every workplace participant, from employee and volunteer to employer and Council – is the key to an effective health and safety program.

III. Scope:

This policy applies to all persons working for the Township of South Algonquin, including management staff regardless of their tenure including without limitation, members of Council, indeterminate and temporary employees, casual employees, students, independent contractors or sub-contractors and their employees, employment agency personnel, and temporary or committee volunteers.

Safety is part of every person's responsibilities involved in the management and day to day operations of the Township of South Algonquin.

It is in the best interest of all parties concerned to consider health and safety in all areas of the workplace and a commitment to a safe workplace forms an integral part of this municipality from the Mayor and Council to the newly hired employee to all our volunteers.

IV. Policy Statement:

Every employee or volunteer of the Township, including contractors or sub-contractors, including their employees, must protect his/her own health and safety by following the laws as set out in the *Occupational Health and Safety Act* (as amended) and the Township of South Algonquin policies, work practices and procedures.

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V. Responsibilities:

Council and Management, which consists of the Clerk-Treasurer, Deputy Clerk and Works Superintendent/Chief Building Officer, of the Township of South Algonquin are responsible for:

- Developing corporate occupational health and safety directives.
- Evaluating the effectiveness and general application of those directives.
- Providing advice to departments on health and safety programs and interpretation and application of relevant legislation and directives.
- Liaising with various government ministries and other municipalities on health and safety issues of corporate significance.
- Adhering to the principles and mandatory requirements of this policy.
- Developing strategies and priorities for implementing specific health and safety programs, including supplementing the minimum requirements of the *Occupational Health and Safety Act*.
- Establishing and maintaining internal systems for health and safety program management and allocating funds, time, and human resources as are necessary.
- Ensuring health and safety responsibilities in performance criteria, as appropriate, for managers and supervisors.
- Informing all employees of their rights and responsibilities under all relevant legislation.
- Assuming, in situations where the municipality holds legal title to real property used as a workplace, responsibilities of the owner required by relevant legislation, including the *Building Code Act* and the *Occupational Health and Safety Act*.

Managers/Supervisors are responsible for:

- Adhering to the principles and mandatory requirements of this policy.
- Ensuring compliance with the *Occupational Health and Safety Act*, its regulations and the employer's health and safety policies within those areas of the workplace under their direct control.
- Advising employees of any potential or actual danger in areas under their control.
- Providing information and training to employees to protect their health and safety.
- Evaluating the health and safety performance of their employees.
- Cooperating with all workplace parties to prevent accidents and promote a healthy and safe workplace.
- Ensure that employees reporting to them use or wear the equipment, protective devices or clothing that the employer requires to be used or worn.
- Take every precaution reasonable in the circumstances for the protection of an employee.
- Provide employees with written instructions as to the measures and procedures to be taken for protection of the employee where prescribed by provincial regulation.

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All employees are responsible for:

- Adhering to the principles of this policy.
- Complying with the *Occupational Health and Safety Act*, its' regulations and the employer health and safety policies.
- Reporting to their manager, supervisor any potential hazard or other workplace health and safety concerns.

Contractors are responsible for:

- Adhering to the principles of this policy.
- Ensuring compliance with the *Occupational Health and Safety Act*, its regulations and the Township of South Algonquin health and safety rules, procedures and policies under this program.
- Ensure that any sub-contractors reporting to them comply with all applicable legislation in the safe performance of the contracted job assignments and with all Township of South Algonquin health and safety rules, procedures and policies under this program.
- Report immediately to the Township of South Algonquin Senior Management all work related injuries and illnesses resulting in medical attention, material spills with potential to harm the natural environment or incidents as described by the *Occupational Health and Safety Act* and *Regulations for Construction Projects*.

Health and Safety Representative(s) is responsible for:

- Adhering to the principles of this policy.
- Adhering to the responsibilities identified in the Health and Safety Representatives Policy.
- Assist management in the communication and implementation of this health and safety policy and the *Occupational Health and Safety Act*.
- Identifying hazards in the workplace, evaluate the hazards and recommend corrective actions.
- Development and recommendation of safe work procedures.
- Investigation of serious or critical accidents and injuries.
- Conducting planned monthly inspections in accordance with the Workplace Inspection Policy.
- Recommending on the type, frequency and delivery of training programs.
- Participating in the investigation of an employee refusing unsafe work.

Visitors and the general public are required to:

- To report to a receptionist or area supervisor before proceeding into any work area.
- To be escorted by a municipal employee or volunteer while in restricted areas and to be aware of relevant health and safety rules for the area.