

	Health and Safety Policy	
Policy # C-AD-079	Issued: May 9, 2000	Date Last Reviewed/Revised: January 8, 2018
Lead: CAO	Manager: Human Resources	Department Human Resources

1.0 Purpose

- 1.1 The Town of Lakeshore is committed to protection against accidental loss to its employees and property.
- 1.2 The Town of Lakeshore, as an employer, is ultimately responsible for worker health & safety. Protection of employees from injury of occupational disease is a major continuing objective. The Town of Lakeshore will make every effort to provide a safe and healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury.
- 1.3 It is in the best interest of all parties to consider health & safety in every activity. Commitment to health and safety must form an integral part of this organization from municipal Council to the workers.

2.0 Scope

- 2.1 This policy applies to all employees of the Town of Lakeshore, members of Council, as well as individuals external to the Municipal workforce, including visitors, family members or contractors who may come into any Town operated workplace.

3.0 Delegation of Authority

The Chief Administrative Officer shall ensure that:

- 3.1 Measures are implemented to ensure that health and safety is part of the workplace culture
- 3.2 All employees commit to health and safety in the workplace
- 3.3 Measures are implemented to require prompt and accurate reporting of incidents including corrective actions to address root cause.
- 3.4 Measures are implemented to ensure the health and safety program meet the standards of current legislation including but not limited to Occupational Health and Safety Act, Workplace Safety and Insurance Act, Human Rights Act, etc.
- 3.5 Training and awareness of health and safety regularly take place for all staff.
- 3.6 Supervisors will be held accountable for the health & safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health & safety.

- 3.7 Every worker must protect his/her own health & safety by working in compliance with the law and with safe work practices and procedures established by the municipality including participate in health and safety training.
- 3.8 The Town of Lakeshore is an equal opportunity employer. Human Resources will ensure that any accommodations under the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) will be provided upon request.

4.0 Definitions

- 4.1 none

5.0 Consequences

- 5.1 Failure to follow this policy may result in contravention of the Ontario Human Rights Code or Occupational Health and Safety Act.
- 5.2 If it is determined through the investigation process that violation of this policy has occurred in any of the Town’s workplaces, disciplinary will be taken up to and including termination.

6.0 Reference Documents

- 6.1 Occupational Health and Safety Act
- 6.2 Workplace Safety and Insurance Act
- 6.3 Human Rights Act
- 6.4 Employment Standards Act
- 6.5 Incident Reporting Procedure
- 6.6 Accessibility for Ontarians with Disabilities Act (AODA)
- 6.7 Employee Code of Conduct
- 6.8 Workplace Violence and Harassment Policy
- 6.9 Workplace Violence and Harassment Procedure

7.0 Communication

- 7.1 The policy is annual reconfirmed by Council.
- 7.2 The policy will be posted at all the Town workplace sites on the Health and Safety Communication Boards.
- 7.3 The policy will be posted on the website for communication to staff and the public.

8.0 Review/Revisions

- 8.1 This policy will be reviewed annually to ensure accuracy and compliance to current legislation.
- 8.2 Revision log:

#	Date Revised	Author	Section	Details of Change
1	February 22, 2017	Lisa Granger		Converted to new template
2	January 8, 2018	C. Dranchak	7.2	Added specific location of posting.
3				
4				

Refer policy questions to: Manager of Human Resources

The Chief Administrative Officer is signing on behalf of the resolution from Council to approve this policy.

Tom Touralias
Chief Administrative Officer
Town of Lakeshore