


POLICY

	Policy:	HEALTH AND SAFETY POLICY		
	Department:	Corporate Services	By-Law No.:	N/A
	Division:	Human Resources	Approval Date:	November 25, 2019
	Prepared For:	Manager of Human Resources	Revision Date:	N/A
	Replaces:	N/A		
	Attachment(s):	Health and Safety Policy Statement		

1. POLICY STATEMENT

- 1.1. The Corporation of the Town of Amherstburg has a commitment to the health and safety of our employees. This policy outlines the process and timelines for the review, revision and distribution of the Town's Health and Safety Policy Statement.

2. PURPOSE

- 2.1. This policy outlines the importance of establishing a workplace health and safety program that promotes a safe and healthy working environment.
- 2.2. This policy defines the partnership between the Town and its employees to improve the health and safety of all employees.
- 2.3. This policy ensures that the Corporation promotes strategies to encourage healthy and safe practices in the workplace.

3. SCOPE

- 3.1. This policy applies to all Town employees.
- 3.2. This policy shall be reviewed every five (5) years from the date it becomes effective, and/or sooner at the discretion of the Chief Administrative Officer or designate.

4. DEFINITIONS

Common definitions, acronyms, and terms are available in the Glossary located on the Town's Policies webpage.

5. INTERPRETATIONS

Any reference in this Policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a By-law or Town policy shall be deemed to be a reference to the most recent passed policy or By-law and any replacements thereto.

6. GENERAL CONDITIONS:

- 6.1. In accordance with the Occupational Health and Safety Act (OHSA) and health and safety program, the Health and Safety Policy Statement will be reviewed annually and revised as appropriate. The Health and Safety Policy Statement will include the following:

- 6.1.1. A statement of clear commitment to establish a healthy and safe workplace, and the integration of health and safety in all company activities
- 6.1.2. A statement identifying the senior person responsible for ensuring that the policy is followed
- 6.1.3. A statement outlining the responsibilities of the Employer, Managers/Supervisors, Workers, Human Resources, and the Joint Health and Safety Committees
- 6.1.4. An assertion that all levels of management are accountable for their health and safety responsibilities in the same way they are accountable for any other management functions

7. RESPONSIBILITIES

7.1. Employer

- 7.1.1. Ensure reporting staff are aware of the Health and Safety Policy Statement content
- 7.1.2. Sign copies of the revised Health and Safety Policy Statement

7.2. Human Resources Division

- 7.2.1. Ensure the Health and Safety Policy Statement is current, dated and reviewed on an annual basis
- 7.2.2. Facilitate discussion to validate or change the existing Health and Safety Policy Statement
- 7.2.3. Draft the Health and Safety policy in consultation with the employer and workers
- 7.2.4. Distribute copies of the revised Health and Safety Policy Statement for posting

7.3. Supervisors/Managers

- 7.3.1. Ensure staff are aware of the Health and Safety Policy Statement content
- 7.3.2. Review the Health and Safety Policy Statement with their respective staff when updates are made

8. COMMUNICATION

- 8.1. The Health and Safety Policy Statement is posted in a high traffic area within the workplace

9. TRAINING

- 9.1. All employees receive training on the Health and Safety Policy Statement on an annual basis
- 9.2. Training documents are signed, dated, and kept for reference in the Human Resources Division

10. EVALUATION

- 10.1. The Joint Health and Safety Committee (JHSC), during its workplace inspections, will ensure that the Health and Safety policy statement has been reviewed annually, dated and kept current

11. ACKNOWLEDGE SUCCESS/MAKE IMPROVEMENTS

11.1. Human Resources Division, in consultation with the JHSCs, will evaluate the success of this policy. Any gaps will be identified and corrected, as appropriate. Notification of the success of this policy will be circulated to all departments and posted on the Health and Safety Bulletin Board.

12. REFERENCES AND RELATED DOCUMENTS

12.1. Occupational Health and Safety Act: Section 25