


# POLICY

	Policy:	<b>HEALTH AND SAFETY POLICY</b>		
	Department:	Office of Chief Administrative Officer		
	Division:	Human Resources	By-Law No.:	N/A
	Administered By:	Manager of Human Resources	Approval Date:	Dec. 11, 2023
	Replaces:	Health and Safety Policy – November 25, 2019		
	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 Town promotes strategies to encourage healthy and safe workplace practices

## 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. **Policy Statement Criteria**

- 6.1.1. 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:

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

## 6.2. **Training and Communication**

- 6.2.1. The Health and Safety Policy Statement is posted in a high traffic area within the workplace.
- 6.2.2. All employees receive training on the Health and Safety Policy Statement on an annual basis
- 6.2.3. Records of employee training on the policy statement shall be maintained by the Human Resources Division.

## 6.3. **Policy Review and Evaluation**

- 6.3.1. 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.
- 6.3.2. The Human Resources Division, in collaboration with the JHSC will assess the policy's effectiveness, identifying and addressing any improvements. Updates on policy success will be shared with all departments and posted on the Health and Safety Bulletin Board.

## 7. **RESPONSIBILITIES**

- 7.1. **Council** has the authority and responsibility:
  - 7.1.1. Adopt the Health and Safety Policy.
- 7.2. The **CAO** has the authority and responsibility to:
  - 7.2.1. Ensure compliance with the Health and Safety policy.
- 7.3. The **Human Resources Division** has the authority and responsibility to:
  - 7.3.1. Ensure the Health and Safety Policy Statement is current, dated and reviewed annually.

- 7.3.2. Facilitate discussion to validate or update the existing Health and Safety Policy Statement.
- 7.3.3. Draft the Health and Safety policy in consultation with the Employer and Workers.
- 7.3.4. Obtain necessary approvals and endorsements from the CAO and Council for any revisions.
- 7.3.5. Circulate updated Health and Safety Policy to the employees.
- 7.3.6. Distribute and post copies of the revised Health and Safety Policy Statement.
- 7.4. The **Supervisors/Managers** have the authority and responsibility to:
  - 7.4.1. Ensure staff are aware of the Health and Safety Policy Statement content.
  - 7.4.2. Review the Health and Safety Policy Statement with respective staff.
- 7.5. **Staff** have the responsibility to:
  - 7.5.1. Ensure their understanding and compliance with the policy and seek clarification where needed to follow the policy expectations.

## 8. **LEGISLATIVE REFERENCES**

- 8.1. Occupational Health and Safety Act: Section 25