

MUNICIPALITY OF WEST ELGIN POLICY MANUAL			
Chapter:	Human Resources	Index No.	HR-2.1
Section:	Health & Safety	Effective Date:	Nov 9/00
Subject:	Health & Safety Policy	Revision Date:	June 21, 2024

## 1 PURPOSE:

- 1.01 The Municipality of West Elgin is dedicated to operating at a standard which will establish our Municipality as a leader in promoting and protecting the health and safety of all employees.
- 1.02 Through active leadership and support the Municipality's goal is to promote attitudes amongst our employees that will ultimately lead to the reduction and elimination of workplace hazards.

## 2 POLICY:

- 2.01 It is the intention of the Municipality:
  - (e) To comply, to the fullest extent possible, with the spirit and intent of the Occupational Health and Safety Act and all related legislation.
  - (f) To prevent risk of injury and illness arising from the workplace environment.
  - (g) To establish and maintain a Health & Safety Program in co-operation with the Joint Health & Safety Committee
  - (h) To encourage the co-operation of all employees, in complying with the Health & Safety Policy and Program.

## 3 ADMINISTRATION:

- 3.01 The responsibility for the Municipality of West Elgin's Health and Safety Policy is delegated to all personnel.
- 3.02 Council Responsibilities:
  - (e) Continuing support of the Occupational Health & Safety Program and for the provision of consistent application of Health & Safety standards across the Municipality.
  - (f) Establishing and maintaining an internal system for program management, allocating funds, time and human resources as necessary for Health & Safety.
- 3.03 Department Head Responsibilities:
  - (e) Administration and communication of the Occupational Health and Safety Policy and Program within their departments.
  - (f) Encouraging attitudes and work practices that reflect the intent of the policy by ensuring employees and supervisors receive regular and applicable safety training, according to their needs.
  - (g) Including Health & Safety responsibilities in performance criteria, as appropriate for management and supervisory staff.
  - (h) Assuming ownership responsibility and maintenance as required by the legislation, for property and buildings owned by the Municipality.
  - (i) Ensuring that all contractors and sub-contractors and their employees meet or exceed the expectations of the Municipality's Health & Safety Program.

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- (j) Ensuring the highest level of safety and health standards that exceed requirements of the Occupational Health & Safety Act and related legislation, within their department

**3.04 Supervisory Staff Responsibilities:**

- (e) Familiarizing themselves and communicating to their staff, the Health & Safety Policy, the Safety Program and the requirements of the legislation, as it applies to the workplace.
- (f) Liaising with all staff and being of assistance to the Joint Health & Safety Committee, in an effort to reduce and eliminate physical hazards and influence safe work attitudes among employees.
- (g) Instructing, informing and supervising employees to protect their Health & Safety.
- (h) Investigating and responding to any safety or health related concerns which may be brought to their attention and initiating corrective measures, as may be appropriate.

**3.05 Employee Responsibilities:**

- (e) Uphold the requirements of the Policy, the Program and the legislation to assist the Municipality in providing a healthy and safe work environment. Communicating any violations to their immediate Supervisor.
- (f) Assuming responsibility for their own actions to prevent injury to themselves and other employees.
- (g) Immediately report and document workplace and workplace near miss accidents, no matter how minor, to their department supervisory staff.

**3.06 Joint Health & Safety Committee Responsibilities:**

- (e) Identifying workplace hazards, through inspections, and recommending remedial action to the Department Head.
- (f) Conducting or assisting in investigations, as specified by the legislation.
- (g) Making recommendations to Department Heads to enhance the effectiveness of the Health & Safety Program.
- (h) Promoting a high standard of safety values among all workplace parties.
- (i) Members are entrusted with confidentiality of information concerning employees and the workplace.

**4 ATTACHMENTS:**

4.01 None

Council authorization: ~~By-law 2000-57~~  
~~By Law 2019-42~~