

<b>TOWN OF STRATFORD - COUNCIL POLICY</b>			
<b>Name:</b>	<b>Occupational Health and Safety Policy</b>	<b>Policy Number:</b>	<b>2010-HR-01</b>
<b>Committee:</b>	<b>Human Resources</b>	<b>Approval Date:</b>	<b>April 14, 2010</b>

### **1. Policy Statement**

The Town of Stratford is committed to providing a safe work environment for all employees and the general public who may come in contact with the Town work sites.

Implementation of this policy, based on the concepts of internal responsibility, will enable management and employees to work together to prevent workplace accidents and illnesses.

The Prince Edward Island Occupational Health and Safety Act and accompanying regulations, along with acceptable occupational practices, shall describe the minimum standard expected for health and safety in the Town workplaces.

### **2. Scope**

This policy is applicable to all employees of the Town of Stratford.

### **3. Guiding Principles**

- a. Occupational Health and Safety is a shared responsibility. Employees, at all levels of the organization, are responsible and accountable to work safely at all times, to identify, report and investigate hazards, to take whatever measures necessary and reasonable in the circumstances, and to promote occupational health and safety.
- b. Every Manager is responsible for the provision of a safe and healthy working environment, to advise employees of actual or potential hazards, to provide training and follow safe work procedures.
- c. Occupational Health and Safety Programs will be co-ordinated and consistent with this policy and with any other policies and guidelines regarding safety of the staff and the public.
- d. Safety rules and practices shall be enforced in the workplace, shall be reasonable and consistent, and shall be in compliance with the Occupational Health and Safety Act and Regulations.

**4. Joint Occupational Health and Safety Committee**

A Joint Occupational Health and Safety Committee (“the committee”) is hereby established. One half of the committee members shall be selected by the staff and one half of the committee members shall be appointed by the Chief Administrative Officer. The names of the current committee members shall be posted in a location accessible to all employees. The committee shall:

- a. Perform the functions of a Joint Occupational Health and Safety Committee as defined in the Occupational Health and Safety Act and Regulations;
- b. Meet monthly or at other regular intervals as decided by the committee;
- c. Establish its’ own rules of procedure;
- d. Post in a location accessible to all employees:
  - the minutes of the most recent committee meeting until they are superceded by the minutes of the next meeting;
  - a code of practice as approved by the Director of Occupational Health and Safety;
  - a current phone number to report occupational health and safety concerns;
  - a copy of this policy; and
  - a copy of the Occupational Health and Safety Act and Regulations.
- e. Establish, and review at least annually, an occupational health and safety program;

**5. Occupational Health and Safety Program**

The Occupational Health and Safety Program shall include, but not be limited to:

- a. Provision for the training of employees in matters related to health and safety;
- b. Provision for the preparation of written work procedures required to implement safe and healthy work practices;
- c. Provisions for a hazard identification system;
- d. Provision for the committee riles of procedure, maintenance of records and reporting;
- e. Provision for workplace accident investigation and workplace inspection;
- f. Provision for monitoring the effectiveness of the Program.

**6. Responsibility and Accountability**

*a. Management/Supervisors are responsible to:*

- i. Adhere to this Policy and ensure compliance with the Occupational and Safety Act and Regulations within workplaces under their supervision;
- ii. Ensure that reasonable precautions are taken to ensure the occupational health and safety of persons in or near the workplace;
- iii. Ensure that any item, device, material, equipment or machinery provided for the use of employees in the workplace is properly maintained and equipped with the safety features or devices required by the manufacturer and the Occupational Health and Safety Act Regulations;
- iv. Integrate preventive health and safety practices into departmental activities and hold employees accountable for following safe work practices in performance appraisals;
- v. Provide information and training to employees to protect their health and safety and maintain records of all such training;
- vi. Communicate information concerning workplace hazards to employees and necessary control procedures to be practiced;
- vii. Take action immediately upon any report or suspicion of unsafe or hazardous conditions or situations;
- viii. Supervise employees and work processes to ensure that employees work safely with protective devices, measures and procedures required;
- ix. Cooperate with employees and the Joint Occupational Health and Safety Committee;
- x. Respond to recommendations from the Joint Occupational Health and Safety Committee;
- xi. Maintain an incident and accident report database;
- xii. Report accidents and incidents to the Joint Occupational Health and Safety Committees;

*b. Employees are responsible to:*

- i. Work in accordance with the Occupational Health and Safety Act and Regulations;
- ii. Adhere to this Policy and all other management policies and directives on healthy and safe job performance;
- iii. Ensure work activity and behaviour does not, through act or omission, place their own health and safety or the health and safety of others at risk;
- iv. Report any and all workplace hazards and any health and safety concerns to the immediate Manager/Supervisor;
- v. Report all incidents where work is not performed safely;
- vi. Report all personal injuries and property/equipment damage to Manager/Supervisor in a timely manner;
- vii. Follow established safe work procedures, wear personal protective equipment as required and as instructed, and use machinery, equipment, and materials, only as authorized and trained.

*c. The Joint Occupational Health and Safety Committee is responsible to:*

- i. Work cooperatively with employees and management, to identify hazards to health and safety;
- ii. Recommend and coordinate health and safety education and training programs for employees;
- iii. Make recommendations to management and to employees for the improvement of occupational health and safety;
- iv. Participate in inspections and investigations respecting the occupational health and safety of employees;
- v. Advise management on individual protective equipment, devices and safety features that are best suited to the needs of the employees;

**7. Effective Date**

This policy shall take effect on April 15, 2010.