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**TO:** Administration & Finance Executive Committee  
**FROM:** Joint Health & Safety Committee (Civic Centre/Fire Hall)  
**DATE:** April 14, 2016  
**SUBJECT:** Policy Review – Health & Safety Enforcement & Discipline (Policy 5.28)

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Our Joint Health and Safety Committee has conducted a review of the Health & Safety Enforcement & Discipline Policy #5.28 and is recommending a housekeeping change. The change was brought to our attention during a staff review of the policy.

The following is the recommendation that is being proposed by the JHSC (Please refer to the attached updated Draft of Policy #5.28):

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Training

In the Note at the end of this section, the change that is being proposed is to remove definition of what a worker means and replace it with is defined by the Workplace Safety and Insurance Act 1997, as amended. This will ensure that when updates or changes are made to this Act, the definition within our policy would not have to be updated.

Therefore, with the above stated the JHSC is recommending to AFEC that the changes specified above be accepted and implemented in a revised draft policy format for Council approval.

Sincerely,



Patrick Briere  
JHSC Co-Chair & Certified Worker Rep.



Travis Rob  
JHSC Co-Chair & Certified Management Rep.

<i><b>The Town of Fort Frances</b></i>	<b>SECTION</b>
<b><u>HEALTH AND SAFETY ENFORCEMENT AND DISCIPLINE</u></b>	HEALTH AND SAFETY
<b><u>POLICY</u></b>	<b>NEW:</b> July 2004 <b>REVISED:</b> April 2016
Resolution No.	Supercedes Resolution No.
Policy Number 5.28	<b>PAGE 1 of 2</b>

### 1. SCOPE:

It is policy to ensure and require that the provisions of the *Occupational Health and Safety Act* and Regulations, and the requirements of the program are carried out in the workplace by all workers.

### 2. PURPOSE:

This standard is developed to provide, promote and communicate an effective corrective action mechanism that will assist in reducing the risk of personal injury, and to ensure that statutory obligations are met under the Act.

### 3. ORGANIZATION:

No worker will be held accountable for any act, neglect or failure to act if the worker has not been made aware of:

- a danger or hazard;
- a contravention of the Act or Regulations;
- the applicable standards and procedures under the program; or
- if the worker has not received the training/instruction/information referred to in section (7) of this chapter.

Workers are responsible and will be held accountable for acts, neglect or failures to act once the requirements of section (7) of this chapter have been met.

Accountability will be governed and enforced through progressive discipline. Progressive discipline will be initiated and may include, but not be limited to:

- re-training;
- review of safety standards and procedures;
- verbal warning;
- written warning;
- progressive suspension; or
- dismissal.

#### **4. GENERAL:**

All directors, officers, managers, supervisors and workers are expected to comply with their legislated duties and responsibilities under the Act.

#### **5. TRAINING:**

Appropriate training/instruction/information will be provided to comply with those duties outlined in the Act.

Workers "authorized" to carry out and apply standards and procedures under the program are expected to comply with and properly carry out and apply their respective assigned responsibilities.

Appropriate training/instruction/information will be provided for all authorized workers.

**Note:** For the purposes of this standard, a "worker" is defined by the *Workplace Safety and Insurance Act, 1997*, as amended.