



MEMORANDUM

TO: Administration and Finance Executive Committee

FROM: A. Petrin, Human Resources Manager

DATE: November 12, 2015

SUBJECT: Annual review of Health and Safety Policy & Workplace Harassment and Violence Policy

Pursuant to the Occupational Health & Safety Act of Ontario, an employer must:

- Prepare and review at least annually a written Occupational Health and Safety Policy
- Develop and maintain a program to implement that policy
- Review annually the Workplace Violence and Harassment Policy

Please see the enclosed policies for your review and approval. No changes are recommended at this time.

Sincerely,

A handwritten signature in blue ink, appearing to read "A. Petrin".

Aaron Petrin
Human Resources Manager

<i>The Town of Fort Frances</i>	SECTION
	HEALTH AND SAFETY
<u>HEALTH AND SAFETY</u>	NEW: December 1999
<u>POLICY</u>	REVIEWED: 2001, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015
Resolution No.	Supersedes Resolution No. 1332 (consent) 05/14
Policy Number 5.1	PAGE 1 of 1

Management of the Town of Fort Frances is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. The Town of Fort Frances will make every effort to provide a safe, healthy work environment as indicated by acceptable industry practices and compliance with legislative requirements. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury.

The Town of Fort Frances, as employer, is ultimately responsible for worker health and safety and will strive to eliminate any foreseeable hazards which may result in fires, security losses, damage to property and personal injuries / illness. Accidental loss can be controlled through good management in combination with active employee involvement.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipments are safe and that workers work in compliance with established safe work practices and procedures. Employees must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the Corporation.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization from the Mayor to the employees of the Town of Fort Frances.

Current Review Date: _____

Mayor: _____

Clerk: _____

<i>The Town of Fort Frances</i>	SECTION HEALTH AND SAFETY
<u>WORKPLACE HARASSMENT & VIOLENCE</u> POLICY	NEW: June 2011 REVIEWED: 2012, 2013, 2014, 2015
Resolution No.	Supersedes Resolution No. 1332 (consent) 05/14
Policy Number 5.34	PAGE 1 of 1

1. POLICY STATEMENT

At the Town of Fort Frances, the physical and mental health, safety, security, dignity, self-respect and well-being of all of our workers is important. Employees and other internal and external stakeholders have a right to work and conduct their business without fear of harassment or violence that would disrupt the safe and respectful workplace and place of business.

Violence, intimidation, harassment and bullying are unacceptable at any of our workplaces, premises, at any Town event or while conducting corporation business. Any act of violence or threat of violence in the workplace is unacceptable and will give rise to disciplinary sanctions, up to and including termination of employment.

We acknowledge our responsibility to support and assist persons exposed to violence and harassment in the workplace. Appropriate action will be taken, whether an employee, manager, contractor or a member of the public acts in a harassing or violent manner. Furthermore, we will not discriminate or retaliate against an employee because he or she complains or is perceived to be a victim of workplace violence or harassment.

The Town of Fort Frances has implemented a workplace violence and harassment prevention program. Please refer to the following procedures:

Workplace Harassment Procedure

Working Alone Procedure

Workplace Violence Procedure

Prevention program includes:

- A. Workplace Violence Risk Assessment (Appendix A)
- B. How to Complain About Workplace Violence and Harassment (Appendix B)
- C. How to Deal with a Potentially Violent Person or Situation (Appendix C)
- D. Zero Tolerance for Violence Sign (Appendix D)
- E. Emergency Contact Telephone List (Appendix E)
- F. Contents of an Emergency Plan (Appendix F)
- G. Quick Reference Sheet (Appendix G)

Current Review Date: _____

Mayor: _____

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