



TO: Mayor Avis & Members of Council
FROM: A. Petrin, Human Resources Manager
DATE: April 19, 2016
SUBJECT: Health and Safety Enforcement and Discipline Policy

BACKGROUND

Please see the attached policy recommendation regarding Policy 5.28 – Health and Safety Enforcement and Discipline, following its presentation to the Administration and Finance Executive Committee on April 19, 2016.

Respectfully submitted,

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

Aaron Petrin
Human Resources Manager

RECOMMENDATION

That Council authorizes the amendments to Policy 5.28 – Health and Safety Enforcement and Discipline as recommended herein.

Council Approval of this report will authorize the proposed amendments to Policy 5.28 – Health and Safety Enforcement and Discipline.

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

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.*