



Administration & Finance Division

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**To: Administration and Finance Executive Committee**

**From: Jordan Forbes, Human Resources Coordinator**

**Date: April 11, 2019**

**Subject: Health and Safety Policy – Annual Review**

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Attached, please find the Health and Safety Policy. An annual review of the policy is a legal requirement. As such, the policy is being presented for your review and approval.

In order to keep staff informed, we will present the policy at an upcoming Manager's meeting.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jordan S", is enclosed in a thin black rectangular border.

Jordan Forbes  
Human Resources Manager

# THE TOWN OF FORT FRANCES

## Section: Health and Safety

## Policy: Health and Safety

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<b>Creation Date:</b>	December 1999
<b>Revised Date:</b>	2001, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2017, 2018
<b>Review by Date:</b>	April 22, 2019
<b>Resolution Number:</b>	TBD
<b>Supersedes Resolution Number:</b>	783
<b>Policy Number:</b>	5.1

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The Corporation of the Town of Fort Frances ("The Town") is vitally interested in the health and safety of our employees, and protecting them from occupational injury and illness is a major continuing objective. The Town 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 the risk of injury in the workplace.

The Town, as an employer, is ultimately responsible for worker health and safety and will strive to control any workplace hazards which may result in fires, security losses, damage to property, and occupational injuries and illness. Accidental loss can be controlled through sound management practices in combination with active employee participation and engagement.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible for ensuring that machinery and equipment are safe, and that workers work in compliance with established safe work practices and procedures. Employees must receive adequate training in their job-specific 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 Town.

It is in the best interest of all parties to consider health and safety in the workplace. Our commitment to occupational health and safety is an integral part of what we do at every level of the organization, from the Mayor and Council to every employee of the Town.