



MEMORANDUM

TO: Mayor and Council

FROM: Christine Ruppenstein, Human Resources Manager

DATE: May 24, 2013

SUBJECT: Health and Safety Policy, Workplace Harassment and Violence Policy

An employer must prepare and review at least annually a written Occupational Health and Safety Policy and develop and maintain a program to implement that policy; as well as review annually the Workplace Violence and Harassment Policy.

Please see attached policies for review and approval.

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| <p>COUNCIL APPROVAL OF THIS REPORT WILL authorize the annual approval of the Occupational Health and Safety Policy and the Workplace Harassment and Violence Policy.</p> |
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| <i>The Town of Fort Frances</i> | SECTION |
| | HEALTH AND SAFETY |
| <u>HEALTH AND SAFETY</u> <u>POLICY</u> | NEW: December 1999 REVIEWED: May 2001, June: 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013 |
| Resolution No. | Supercedes Resolution No. 605 (consent) 05/12 |
| 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. Workers 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 workers.

Current Review Date: _____

Mayor: _____

Clerk: _____

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| <i>The Town of Fort Frances</i> | SECTION HEALTH AND SAFETY |
| <u>WORKPLACE HARASSMENT & VIOLENCE</u> POLICY | NEW: June 2011 REVIEWED: June 2012, 2013 |
| Resolution No. | Supercedes Resolution 605 (consent) 05/12 |
| 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)