

Administration & Finance Division

To: Mayor & Council

From: Aaron Petrin, Human Resources Manager

Date: April 19, 2017

Subject: Annual review of health and safety policy

Background

Under the *Occupational Health and Safety Act*, the Town is required to prepare and review at least annually a written occupational health and safety policy and to maintain a program to implement that policy.

On April 18, 2017, the Administration & Finance Executive Committee reviewed this policy and supported a proposal to make the amendments as follows. Council's approval will complete the annual review process.

If approved, the policy language will be put into the Town's new policy format and this would include a review-by date for next year.

Recommendation

To approve the Administration & Finance Executive Committee recommendation to reviews and approve the proposed changes to the Town's Occupational Health and Safety policy.

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| <p>COUNCIL APPROVAL OF THIS REPORT will agree to the recommendation of the Administration & Finance Executive Committee to approve the Town's Occupational Health and Safety Policy.</p> |
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| <i>The Town of Fort Frances</i> | SECTION HEALTH AND SAFETY |
| HEALTH AND SAFETY POLICY | NEW: December 1999 REVIEWED: 2001, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2017 |
| Resolution No. 095 | Supersedes Resolution No. 1332 (consent) 05/14-095 |
| Policy Number 5.1 | PAGE 1 of 1 |

The **Corporation of the** Town of Fort Frances ("**The Town**") is vitally interested in the health and safety of ~~its~~ **our** employees, ~~and . Protection of employees~~ **protecting them** from **occupational** injury or occupational disease ~~and illness~~ 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 **the** risk of injury **in the workplace**.

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

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible ~~to~~ **for ensure** **ensuring** 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 **job**-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~~ **Town**.

It is in the best interest of all parties to consider health and safety in ~~every activity~~ **the workplace**. ~~Our~~ **Commitment** to **occupational** health and safety ~~must form an~~ **is an** integral part of this organization, **what we do at every level of the organization**, from the Mayor **and Council** to ~~the~~ **every** employees of the Town of Fort Frances.

Mayor: _____

Clerk: _____

Current Review Date: ~~November 23, 2015~~