



Policy Type: Human Resources

Policy #: HR-600-01

Approved by Council on: June 25, 2018

Human Resources – Occupational Health & Safety

Policy

The Town of Prescott, in the performance of its services, is responsible for promoting health and safety for the protection of its workers and the public alike. Unsafe practices will not be tolerated. Every worker, contract worker, and sub-contractor, including every person accessing Town property for services, must protect his or her own health and safety by complying with the law and with the safe work practices and procedures, established and required by the Town.

Supervisors will be held accountable for the health and safety of workers under their supervision.

The Town provides a safe and healthy workplace by supporting a formal program of education and training, preventing accidents, workplace harassment and violence, including domestic violence in the workplace, and reducing injuries and occupational illness through accident investigations, follow-up action, and the recommendations of the Health and Safety Committee.

Objective

The purpose of this policy is to ensure that all Town workplaces and facilities are in compliance with the Occupational Health and Safety Act and regulations, and that every reasonable precaution is taken to provide for a healthy and safe work environment. The implementation of this policy, through the establishment of occupational health and safety programs based on shared responsibility of management and employees will promote health and prevent workplace illness and injuries, harassment, and workplace violence.

Procedure

The Employer shall recognize two (2) safety representatives from those persons presently based at the Town Hall as applicable according to the Occupational Health & Safety Act.

The Employer recognizes the Health & Safety committee with membership representatives from each department.



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The Town promotes a safe work environment and provides information, instruction, and supervision on occupational health and safety as required.

Responsibilities:

- All supervisors and employees must be dedicated to the continuing objective of reducing risk of injury.

The duties of Department Heads and Supervisors include the following;

- ensure that employees use and/or wear the equipment, protective devices, or clothing that the Town requires.
- provide safety equipment necessary for the employee's job duties.
- ensure that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures.
- ensure that employees receive adequate training in their specific work tasks to protect their health and safety.
- advise employees of the existence of any potential or actual danger to their health or safety, of which the Supervisor is aware.
- take every precaution, reasonable in the circumstances, for the protection of an employee.
- be familiar with the provisions of the Occupational Health and Safety Act.

The duties of Employees include the following;

- employees must use and/or wear the equipment, protective devices, or clothing that the Town requires and follow health and safety policies and procedures.
- work in compliance with the law and with safe work practices and procedures established by the Town.



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- report to his/her Supervisor the absence of, or defect in, any equipment or protective devices or the existence of any hazard of which he/she has knowledge.
- operate equipment and machines safely and conduct himself/herself in a safe manner.

Safety information is provided to employees through established lines of Departmental organization.

In all Departments, the Supervisors will transmit safety information to their employees either through group meetings or by discussion with individual employees.

Safety suggestions made by employees to their Supervisors are referred to the Department Head. All suggestions will be considered.