



# Schedule "A" to By-law 79-2023

## Health and Safety Policy

Policy # C-AD-079

Date Last Reviewed: September 26, 2023

### 1.0 Purpose and Scope

- 1.1 This policy allows for full transparency for all staff and compliance with the relevant legislation including the *Ontario Occupation Health & Safety Act*.
- 1.2 The purpose of this policy includes:
  - 1.2.1 The Municipality of Lakeshore is committed to protection against accidental loss to its employees and property.
  - 1.2.2 The Municipality of Lakeshore, as an employer, is responsible for providing a safe work environment for all workers. The Municipality of Lakeshore shall make every effort to provide a safe and healthy work environment.
  - 1.2.3 All parties shall apply health & safety rules and principles in every activity. Commitment to health and safety must form part of the core values of this organization from municipal Council to the workers.
- 1.3 This policy applies to all employees of the Municipality of Lakeshore, members of Council, as well as individuals external to the Municipal workforce, including visitors, family members or contractors who may come into any Municipal operated workplace.

### 2.0 Interpretation

- 2.1 **In this policy:**
  - 2.1.1 Workplace Health & safety means a program developed to identify hazards and prevent physical, emotional, and mental injury at work. This includes promoting physical, emotional and mental wellness in the workplace.
- 2.2 **Conflicts:**
  - 2.2.1 Where a conflict exists between this policy and a collective agreement, the collective agreement will prevail.
  - 2.2.2 Where a conflict exists between this policy and the applicable legislation or regulations for the workplace, the legislation or regulations for the workplace shall prevail.
  - 2.2.3 Where a conflict exists between this policy and another policy, the more specific policy shall prevail.



# Health and Safety Policy

Policy # C-AD-079

Date Last Reviewed: September 26, 2023

## 3.0 Policy

- 3.1 The Municipality of Lakeshore is committed to providing policies, procedures and appropriate measures to protect the health and safety of its workers.
- 3.2 Every employee of the Municipality of Lakeshore shall actively participate in the reduction of risk of workplace injuries.
- 3.3 Individuals have a responsibility to carry out their assigned duties. For a health and safety program to achieve its desired results, everyone in a workplace must know their responsibilities.
- 3.4 Every worker shall protect the health & safety of themselves and others by working in compliance with the law and with safe work practices and procedures established by the Municipality including participating in health and safety training.
- 3.5 The Municipality of Lakeshore is an equal opportunity employer. Workforce Development will ensure that any accommodations under the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) and Human Rights will be provided upon request.

## 4.0 Responsibilities

- 4.1 The Chief Administrative Officer shall ensure that:
  - 4.1.1 Measures are developed and implemented to ensure that health and safety is part of the workplace culture.
  - 4.1.2 Support all employees in their commitment to health and safety in the workplace.
  - 4.1.3 Measures are implemented to require prompt and accurate reporting of incidents including corrective actions to address root cause.
  - 4.1.4 Measures are implemented to ensure the health and safety program meet the standards of and comply with the current legislation including but not limited to *Occupational Health and Safety Act (OHSA)*, *Workplace Safety and Insurance Act*, *Human Rights Act*, etc.
  - 4.1.5 Training and awareness of health and safety regularly take place for all staff.
  - 4.1.6 Members of Council are advised of any orders or fines issued under *OHSA* and corresponding action plan for resolution.



# Health and Safety Policy

Policy # C-AD-079

Date Last Reviewed: September 26, 2023

**4.1.7** The Municipality will be held accountable for the health & safety of workers.

## **4.2** Leaders:

**4.2.1** Leaders are responsible and accountable to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures.

**4.2.2** Must work in the manner and with the protective devices, measures and procedures required by the OHSA and the regulations.

**4.2.3** Use or wear the equipment, protective devices or clothing that the Municipality requires to be used or worn.

**4.2.4** Advise a worker of the existence of any potential or actual danger to the health and safety of the worker of which the supervisor is aware.

**4.2.5** Provide a worker with written instructions as to the measures and procedures to be taken for the protection of the worker.

**4.2.6** Take every precaution reasonable in the circumstances for the protection of the worker.

## **4.3** Workers:

**4.3.1** Workers must receive adequate training in their specific work tasks to protect their health & safety.

**4.3.2** Must work in compliance with the OHSA and regulations.

**4.3.3** Must use or wear the equipment, protective devices or clothing that the Municipality requires to be used or worn.

**4.3.4** Must report to the Supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and

**4.3.5** Must report to the Supervisor any contravention of the OHSA or the regulations or the existence of any hazard of which he or she knows.



# Health and Safety Policy

Policy # C-AD-079

Date Last Reviewed: September 26, 2023

## 5.0 Consequences

- 5.1 Failure to follow this policy may result in contravention of the *Ontario Human Rights Code or Occupational Health and Safety Act*.
- 5.2 If it is determined through the investigation process that violation of this policy has occurred in any of the Municipality's workplaces, disciplinary will be taken up to and including termination.

## 6.0 Reference Documents

- 6.1 *Occupational Health and Safety Act*
- 6.2 *Workplace Safety and Insurance Act*
- 6.3 *Human Rights Act*
- 6.4 *Employment Standards Act*
- 6.5 Incident Reporting Procedure
- 6.6 *Accessibility for Ontarians with Disabilities Act (AODA)*
- 6.7 Employee Code of Conduct
- 6.8 Workplace Violence and Harassment Policy
- 6.9 Workplace Violence and Harassment Procedure
- 6.10 Windsor Essex County Health Unit
- 6.11 Public Health Ontario

## 7.0 Communication and Training

- 7.1 The policy will be posted at all the Municipal workplace sites on the Health and Safety Communication Boards.
- 7.2 The policy will be posted on the website for communication to staff and the public.

## 8.0 Review/Revisions

- 8.1 This policy will be reviewed annually to ensure accuracy and compliance to current legislation.



# Health and Safety Policy

Policy # C-AD-079

Date Last Reviewed: September 26, 2023

#	Date Revised	Author	Section	Details of Change
1	Feb 22/17	L. Granger		Converted to new template
2	Jan 8/18	C. Dranchak	7.1	Added location of posting.
3	Jan 16/19	C. Dranchak	3.0	Added instructions to advise council of fines; Add signature line for CAO
4	Sept 10/20	C. Dranchak	1.2; 6.10; 6.11	Added illness; added WECHU and PHO
5	Apr 20/21	C. Dranchak		Converted to new template. Updated Job Titles
6	July 2023	L. Granger		Revised template & clarified policy and roles and responsibilities

Refer policy questions to: Division Leader - Workforce Development

The Chief Administrative Officer is signing pursuant to a resolution from Council to approve this policy.

---

Truper McBride  
Chief Administrative Officer  
Municipality of Lakeshore