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# Town of Mulgrave

## Occupational Health and Safety Policy

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**Title:**

1. This Policy is entitled the “*Occupational Health and Safety*” policy.

**Policy Statement:**

2. This policy will apply to the Town of Mulgrave and its employees.
3. The Town of Mulgrave is committed to providing a healthy and safe work environment for its employees and preventing occupational illness and injury.

As the employer, the Town Council is responsible for the health and safety of its employees in the workplace and will make every reasonable effort to provide a healthy and safe work environment. The Town Council is dedicated to the objective of eliminating the possibility of injury and illness.

The Town Council is committed to taking all reasonable precautions to prevent harm to workers.

All managers and supervisors will be given appropriate training and held responsible for ensuring that any employees under their supervision follow this policy. All managers and supervisors are held accountable for ensuring that colleagues and employees use safe work practices and receive appropriate training to protect their health and safety.

The Town will co-operate with the Safety Representative and employees to create a healthy and safe work environment.

The employees of the Town will be required to support this organization's health and safety initiative and co-operate with the Safety Representative and with others exercising authority under the applicable laws.

It is the duty of each employee to report to the supervisor as soon as possible any hazardous conditions, injury or illness related to the workplace. Also employees must protect their health and safety by complying with applicable acts and regulations and to follow policies, procedures, rules and instructions prescribed by the Town.

The Town recognizes the employees' duty and responsibility to identify hazards and supports and encourages employees to play an active role in identifying hazards and offering suggestions or ideas to improve the health and safety program.

The Town of Mulgrave is committed to a strong safety program that protects its staff, its property, and the public from accidents.

Employees at every level, including management, are responsible and accountable for the Town's overall safety initiatives. Complete and active participation by everyone, everyday, in every job is necessary for the safety excellence the Town of Mulgrave expects. Management supports coordination of safety among all workers on the job site.

Management supports participation in the program by all employees and provides proper equipment, training and procedures. All employees are responsible for following all procedures, working safely, and wherever possible, improving safety measures.

### **Interpretation**

#### **4. Personal Protective Equipment (PPE)**

- (1) The purpose of this section is to minimize injuries to employees by utilizing personal protective equipment.
- (2) All employees, guests and visitors will wear appropriate C.S.A. approved Personal Protective Equipment required for the job site.
- (3) All PPE used by the Town of Mulgrave will be within the requirements of the Nova Scotia Occupational Health & Safety Act and C.S.A. standards.
- (4) All PPE used by the Town will be maintained in accordance with manufacturer's instructions & requirements.
- (5) Town of Mulgrave issued PPE will be inspected at the time of issue and before each use by the employee using the PPE.
- (6) All PPE that is of questionable reliability, damaged, or in need of service or repair will be removed from service immediately.
- (7) All PPE that has been removed from service will be tagged "OUT OF SERVICE". Any PPE tagged "OUT OF SERVICE" will not be returned to service until repaired and inspected by a qualified person.
- (8) The Municipality will maintain appropriate inspection and service logs for specialty PPE.
- (9) No piece of PPE will be modified or changed contrary to manufacturer's instructions or specifications or the Nova Scotia Occupational Health & Safety Act.

### **5. Maintenance Program**

(1) All tools and equipment shall be properly maintained so as to reduce risk of injuries to employees or damage to property.

(2) Supervision shall ensure that all preventive maintenance is carried out by qualified personnel according to established schedules and that records are maintained.

(3) All employees shall regularly check all tools and equipment that they are working with, and shall take out of service any tools or equipment that poses a hazard due to a need for repair.

### **6. Safety Training**

#### **Purpose**

The purpose of this section is to provide for general specialized safety and related training throughout all levels of the organization.

#### **Policy**

The Town of Mulgrave will provide, and employees will participate in, all safety and related training that is necessary to minimize losses of human and physical resources of the Town.

This training will include, but not be limited to:

- New hire safety orientations;
- Job-specific training;
- Task and trade-specific training and certification;
- WHMIS in accordance with the Occupational Health & Safety Act;
- First Aid in accordance with the Occupational Health & Safety Act;
- Specialized safety and related training.

### **7. Inspection**

(1) It is the policy of the Town of Mulgrave to maintain a program of safety inspections. The objective of this program is to control hazards in the workplace.

(2) All Town facilities and job-sites shall be included in the inspection program.

(3) Informal inspections shall be conducted by supervisors, or designate, on an ongoing basis in their areas of responsibility.

(4) Formal inspections shall be conducted by the supervisor or designate at each facility or job-site at a minimum of once yearly.

## **8. Investigation**

### **Purpose**

To investigate incidents, including those that fall under the jurisdiction of the Anti-Harassment Policy and the Violence in the Workplace Prevention Policy, so that causes can be determined and corrective actions can be implemented to prevent recurrence.

### **Policy**

In the Town of Mulgrave, the following types of incidents shall be fully investigated:

- (1) Accidents that result in injuries requiring medical aid;
- (2) Accidents that cause property damage or interrupt operation;
- (3) Incidents that have the potential to result in (1) or (2) above;
- (4) All incidents that, by regulation, must be reported to Department of Labour, WCB, or other regulatory agencies.
- (5) Incidents involving harassment or violence.

### **Responsibilities**

- (1) All employees shall report all incidents to their immediate superior.
- (2) Supervisors shall conduct initial investigations and promptly submit their reports to the Chief Administrative Officer.
- (3) The Chief Administrative Officer shall review all supervisors' reports, determine corrective action to be taken, and ensure that such action is implemented.
- (4) Where the investigation involves an allegation of harassment, the employee to whom the complaint is directed against shall be informed that the complaint has been filed and is under investigation.

## **9. Environmental**

(1) The Town of Mulgrave will ensure that the proper safeguards are taken to protect the environment.

(2) All individuals will have responsibilities and will take the necessary action to protect the environment. The Town of Mulgrave will ensure that land and vegetation, water and fisheries, air, wildlife and wildlife habitat will be protected.

(3) The Town of Mulgrave will train and educate its employees on environmental issues that may affect their work. Employees will also have a good understanding of environmental practices and what measures are needed to control them.

(4) Employees shall use, store, and dispose of products in such a manner that will provide appropriate protection to the environment.

(5) Management will develop and enforce good environmental standards in accordance with relevant legislation.

(6) All environmental incidents will be reported, ensuring compliance to statutory obligations.

### **10. Violence in the Workplace Prevention**

#### **Purpose**

(1) The Town of Mulgrave is committed to a policy of zero tolerance for violence. No elected or appointed official, employee or volunteer shall engage in any violence in the workplace, or threaten violence in the workplace. The Town of Mulgrave will not tolerate talk of violence or joking about violence.

(2) "Violence" includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities.

(3) It is the intent of this policy to ensure that everyone associated with the Town of Mulgrave, never feels threatened by any individual's actions or conduct.

#### **Policy**

(1) That all municipal employees, contractors, subcontractors and vendors comply with the following Violence in the Workplace Prevention Policy.

(2) Any employee who fears for their personal safety or for the safety of others should not hesitate to call police assistance at 9-1-1.

(3) Any person who makes threats, exhibits threatening behavior, or engages in violent acts on municipally-owned or leased property may be removed from the premises pending the outcome of an investigation.

(4) Threats, threatening behavior, or other acts of violence executed off Town of Mulgrave owned or leased property but directed at Town employees or members of the public while conducting official municipal business, is a violation of this policy. Off-site threats include but are not limited to threats made via the telephone, fax, electronic or conventional mail, or any other communication medium.

(5) Violations of this policy will lead to disciplinary action. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from Town-owned or leased premises, termination of business relationships with that individual, and/or prosecution of the person(s) involved.

(6) Employees are responsible for notifying their immediate supervisor of any threats, which they have witnessed, received, or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on municipally-owned or leased property or in connection with municipal employment.

(7) Violations of this policy, including knowingly providing a false report, can lead to disciplinary action up to dismissal from employment.

(8) All managers, employees and other persons who are aware of a complaint, or involved in its resolution, must recognize the seriousness of the situation and respect the sensitivity and confidentiality that must be accorded to the matter.

(9) All information and documentation concerning a complaint will therefore be kept and transmitted as confidential/protected material. Those who do not fully respect such confidentiality may be subject to discipline.

(10) All employees must cooperate fully when questioned regarding violations of this policy.

(11) With the exception of tools required for the performance of work-related duties, the Town of Mulgrave specifically prohibits the possession of weapons by any employee while on town property. This ban includes keeping or transporting a weapon in a vehicle in a parking area, whether public or private. Employees are also prohibited from carrying a weapon while performing municipal services off the company's business premises.

(12) Weapons include guns, knives, explosives, and other items with the potential to inflict harm. Appropriate disciplinary action will be taken against any employee who violates this policy.

### **11. Inspections**

(1) Desks, telephones, and computers are the property of the Town of Mulgrave.

(2) The Town of Mulgrave reserves the right to enter or inspect any work area including, but not limited to, desks and computer storage disks, for the purpose of investigating a complaint made pursuant to this policy.

12. All former policies with respect to occupational health & safety are hereby repealed.

**Certification for Town of Mulgrave Policy & Procedures Manual:**

Date of notice to Council Members of Intent to Consider [**7 Day minimum**]: February 25<sup>th</sup>, 2008

Date of Passage of Current Policy: March 3<sup>rd</sup>, 2008

I certify that this *Occupational Health and Safety Policy* was adopted by Council as indicated above.

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**Municipal Clerk**

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**Date**

